

**DAILY TIME RECORD****ARMECIN, ROMEL B.**

(NAME)

For the month of

**December 1 - 31, 2022**

Official hours for arrival and departure

**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	7:32	12:40	12:45	5:14		8hrs
2-FRI	7:35	12:35	12:47	5:02		8hrs
3-SAT						Off
4-SUN						Off
5-MON	7:00	12:50	12:54	5:24		8hrs
6-TUE	7:56	12:02	12:48	5:23		8hrs
7-WED						OB
8-THU						Holiday
9-FRI						FL
10-SAT						Off
11-SUN						Off
12-MON	7:19	12:47	12:55	5:21		8hrs
13-TUE	7:36	12:39	12:58	5:12		8hrs
14-WED	7:48	12:47	12:55	5:20		8hrs
15-THU	7:42	12:33	12:49	5:08		8hrs
16-FRI	7:42	12:15	12:35	5:05		8hrs
17-SAT						Off
18-SUN						Off
19-MON	7:52	12:03	12:51	5:05		8hrs
20-TUE	8:10	12:02	12:06	5:06	10mins	7hrs 50mins
21-WED	7:52	12:07	12:10	5:03		8hrs
22-THU	7:46	11:59	12:07	5:19	1min	7hrs 59mins
23-FRI	8:00	12:05	12:51	5:04		8hrs
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE						FL
28-WED						SPL
29-THU						SPL
30-FRI						Holiday
31-SAT						Off

I CERTIFY on my honor that the above is true and correct report of the hours of work performed record of which was made daily at the time of arrival at and departure from office.


  
**ROMEL B. ARMECIN**

VERIFIED as to prescribed office hours

**MARIA JULIET C. CENIZA**

Vice President

Office of the Vice President for Research, Extension and Innovation