

**DAILY TIME RECORD**  
**CERNA, MIZAE 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	8:12	12:16	12:19	5:10	12mins	7hrs 48mins
2-FRI	8:23	12:09	12:13	5:10	23mins	7hrs 37mins
3-SAT						Off
4-SUN						Off
5-MON	8:38	12:11	12:14	5:17	38mins	7hrs 22mins
6-TUE	8:18	12:11	12:13	5:26	18mins	7hrs 42mins
7-WED	7:49	12:05	12:06	5:02		8hrs
8-THU						Holiday
9-FRI	8:37	12:01	12:02	5:04	37mins	7hrs 23mins
10-SAT						Off
11-SUN						Off
12-MON	8:15	12:01	12:04	5:07	15mins	7hrs 45mins
13-TUE	8:21	12:11	12:12	5:12	21mins	7hrs 39mins
14-WED	8:44	12:02	12:12	10:11	44mins	7hrs 16mins
15-THU	8:54	12:01	12:42	5:14	54mins	7hrs 6mins
16-FRI						FL
17-SAT						Off
18-SUN						Off
19-MON	7:57	12:06	12:08	5:07		8hrs
20-TUE	8:42	12:05	12:07	5:08	42mins	7hrs 18mins
21-WED	8:38	12:01	12:17	5:03	38mins	7hrs 22mins
22-THU	8:39	12:07	12:09	5:15	39mins	7hrs 21mins
23-FRI	Forced Leave				Absent	
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE						FL
28-WED						FL
29-THU						FL
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.

  
**MIZAE B. CERNA**

VERIFIED as to prescribed office hours

  
**LILIAN B. NUNEZ**

Department Head  
Institute for Strategic Research & Development Studies

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