

DAILY TIME RECORD
CERNA, MIZAEL B.
(NAME)

For the month of
January 1 - 31, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						Holiday
2-THU	8:13	12:15	12:39	5:26	13mins	7hrs 47mins
3-FRI	8:07	12:02	12:09	5:20	7mins	7hrs 53mins
4-SAT						Off
5-SUN						Off
6-MON	8:03	12:22	12:24	5:13	3mins	7hrs 57mins
7-TUE						SL
8-WED						SL
9-THU	7:57	12:03	12:04	5:17		8hrs
10-FRI	8:08	12:08	12:43	5:18	8mins	7hrs 52mins
11-SAT						Off
12-SUN						Off
13-MON	7:56	12:04	12:08	5:18		8hrs
14-TUE	8:18	12:06	12:36	5:13	18mins	7hrs 42mins
15-WED	8:04	12:06	12:10	5:18	4mins	7hrs 56mins
16-THU	8:08	12:22	12:24	5:36	8mins	7hrs 52mins
17-FRI	8:01	12:12				4hrs 11mins OB 1:00 PM - 5:00 PM
18-SAT						Off
19-SUN						Off
20-MON	8:02	12:03	12:08	5:17	2mins	7hrs 58mins
21-TUE	8:18	12:08	12:35	5:20	18mins	7hrs 42mins
22-WED	8:13	12:07	12:09	5:00	13mins	7hrs 47mins
23-THU	8:28	12:06	12:32	5:19	28mins	7hrs 32mins
24-FRI	8:02	12:11	12:43	5:19	2mins	7hrs 58mins
25-SAT						Off
26-SUN						Off
27-MON	8:24	12:25	12:51	5:25	24mins	7hrs 36mins
28-TUE	8:15	12:16	12:33	5:34	15mins	7hrs 45mins
29-WED						Holiday
30-THU	7:53	12:09	12:11	5:24		8hrs
31-FRI						SL

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.

MIZAEL B. CERNA

VERIFIED as to prescribed office hours

LILIAN B. NUÑEZ

Department Head
Institute for Strategic Research and Development Studies

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