

DAILY TIME RECORD
CERNA, MIZAE B.
(NAME)

For the month of
September 1 - 30, 2024
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	8:04	12:08	12:32	5:09	4mins	7hrs 56mins
3-TUE	8:05	12:20	12:21	5:14	5mins	7hrs 55mins
4-WED	8:05	12:06	12:10	5:10	5mins	7hrs 55mins
5-THU	8:10	12:41	12:42	5:16	10mins	7hrs 50mins
6-FRI	7:59	12:07	12:08	5:17		8hrs
7-SAT						Off
8-SUN						Off
9-MON	7:42	12:02	12:23	5:12		8hrs
10-TUE	7:58	12:13	12:28	5:15		8hrs
11-WED	7:51	12:16	12:19	5:20		8hrs
12-THU	8:16	12:19	12:22	5:13	16mins	7hrs 44mins
13-FRI	8:01	12:20	12:22	5:19	1min	7hrs 59mins
14-SAT						Off
15-SUN						Off
16-MON	8:01	12:09	12:13	5:15	1min	7hrs 59mins
17-TUE	8:03	12:18	12:20	5:18	3mins	7hrs 57mins
18-WED	7:44	12:24	12:30	5:18		8hrs
19-THU	8:07	12:10	12:14	5:22	7mins	7hrs 53mins
20-FRI	8:09	12:00	12:30	5:27	9mins	7hrs 51mins
21-SAT						Off
22-SUN						Off
23-MON	7:57	12:01	12:24	3:25		6hrs 25mins SUSPENDED 3:00 pm 5:00 pm
24-TUE	8:04	12:05	12:08	5:12	4mins	7hrs 56mins
25-WED	7:59	12:09	12:13	5:12		8hrs
26-THU	7:43	12:00	12:01	5:21		8hrs
27-FRI	8:01	12:10	12:11	5:30	1min	7hrs 59mins
28-SAT						Off
29-SUN						Off
30-MON	8:04	12:07	12:41	5:34	4mins	7hrs 56mins

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. NUÑEZ

Department Head
Institute for Strategic Research & Development Studies

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