

**DAILY TIME RECORD****MEJIA, HANZEL N.**

(NAME)

For the month of

**February 1 - 29, 2024**

Official hours for arrival and departure

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	7:03	12:01	12:08	5:25		8hrs
2-FRI	6:42	12:07	12:12	5:07		8hrs
3-SAT						Off
4-SUN						Off
5-MON	6:56	12:17	12:39	5:28		8hrs
6-TUE	9:12	12:01	12:10	5:34	1hr 12mins	6hrs 48mins
7-WED	7:58	12:03	12:11	5:06		8hrs
8-THU	6:59	12:09	12:29	5:22		8hrs
9-FRI						Holiday
10-SAT						Off
11-SUN						Off
12-MON	7:00	12:04	12:29	6:01		8hrs
13-TUE	7:58	12:17	12:43	5:47		8hrs
14-WED						GENERAL ASSEMBLY OF USSC
15-THU	8:20	12:09	12:30	5:15	20mins	7hrs 40mins
16-FRI	8:00	12:00	12:15	5:14		8hrs
17-SAT						Off
18-SUN						Off
19-MON	6:30	12:00	12:10	5:26		8hrs
20-TUE	7:56	12:01	12:58	5:11		8hrs
21-WED	7:56	12:13	12:59	5:04		8hrs
22-THU	7:58	12:14	12:29	5:17		8hrs
23-FRI	7:52	12:26	12:31	5:09		8hrs
24-SAT						Off
25-SUN						Off
26-MON	6:54	12:04	12:28	5:30		8hrs
27-TUE	8:55	12:05	12:27	5:40	55mins	7hrs 5mins
28-WED	8:01	12:12	12:29	5:26	1min	7hrs 59mins
29-THU	8:03	12:10	12:27	5:27	3mins	7hrs 57mins

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.


  
**HANZEL N. MEJIA**

VERIFIED as to prescribed office hours


  
**JOHN CHRISTIAN L. GAVIOLA**

Department Head  
Department of Civil Engineering