

DAILY TIME RECORD  
LORETO, MANOLO B. JR.  
(NAME)

For the month of  
December 1 - 31, 2021  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:50	12:05	1:00	5:10		Absent
2-THU	8:20	11:50	12:55	4:30	At PPO	Absent
3-FRI	7:30	12:10	1:00	5:35		Absent
4-SAT						Off
5-SUN						Off
6-MON	8:30	12:15	1:00	5:15	Fr. USHE	Absent
7-TUE	7:50	12:10	1:05	5:20		Absent
8-WED	Holiday					Absent
9-THU	8:15	12:10	1:00	5:10	USHER	Absent
10-FRI	8:20	12:05	1:00	5:00	USHER	Absent
11-SAT						Off
12-SUN						Off
13-MON	CTU AACCUP Accreditor					Absent
14-TUE	CTU AACCUP Accreditor					Absent
15-WED	CTU AACCUP Accreditor					Absent
16-THU	CTU AACCUP Accreditor					Absent
17-FRI	CTU AACCUP Accreditor					Absent
18-SAT						Off
19-SUN						Off
20-MON	8:00	12:05	1:00	5:10		Absent
21-TUE	7:55	12:00	1:00	5:20		Absent
22-WED	8:00	12:00	1:00	5:00		Absent
23-THU	8:10	12:00	1:00	2:00	Personal	Absent
24-FRI	9:40	11:30	Declared HD			Absent
25-SAT						Off
26-SUN						Off
27-MON	8:00	12:00	1:00	5:00		Absent
28-TUE	8:00	12:00	1:00	5:00		Absent
29-WED	8:10	12:00	1:30	5:00		Absent
30-THU	Holiday					Absent
31-FRI	8:35	12:00	Half Day			Absent

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.

  
MANOLO B. LORETO JR.

VERIFIED as to prescribed office hours


ALELI A. VILLOCINO  
VP for SAS

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