

## DAILY TIME RECORD

Name: Moises Neil V. Serino

For the month of December 2021

Official hour for (Regular days) \_\_\_\_\_

Arival \_\_\_\_\_ Departure (Saturdays) \_\_\_\_\_

| Day | A.M.                             |          | P.M.            |       | Undertime |      |
|-----|----------------------------------|----------|-----------------|-------|-----------|------|
|     | Arr                              | Dep      | Arr             | Dep   | Hrs       | Mins |
| 1   | 8:18                             | 12:15    | 13:30           | 17:55 | :         | :    |
| 2   | 8:20                             | 13:00    | 13:15           | 17:50 | :         | :    |
| 3   | 8:15                             | 12:10    | 13:20           | 17:45 | :         | :    |
| 4   | SATURDAY                         | SATURDAY | :               | :     | :         | :    |
| 5   | SUNDAY                           | SUNDAY   | :               | :     | :         | :    |
| 6   | 8:20                             | 12:15    | 13:17           | 17:41 | :         | :    |
| 7   | 8:15                             | 12:10    | 13:20           | 18:05 | :         | :    |
| 8   | HOLIDAY                          | HOLIDAY  | :               | :     | :         | :    |
| 9   | 8:21                             | 12:16    | 13:20           | 17:51 | :         | :    |
| 10  | 8:30                             | 12:10    | 13:19           | 17:58 | :         | :    |
| 11  | SATURDAY                         | SATURDAY | :               | :     | :         | :    |
| 12  | SUNDAY                           | SUNDAY   | :               | :     | :         | :    |
| 13  | 8:00                             | 12:10    | 13:15           | 17:45 | :         | :    |
| 14  | 8:16                             | 12:11    | 13:21           | 17:50 | :         | :    |
| 15  | 8:20                             | 13:10    | Work Suspension |       | :         | :    |
| 16  | Typhoon Odette - Work Suspension |          | :               | :     | :         | :    |
| 17  | Typhoon Odette - Work Suspension |          | :               | :     | :         | :    |
| 18  | SATURDAY                         | SATURDAY | :               | :     | :         | :    |
| 19  | SUNDAY                           | SUNDAY   | :               | :     | :         | :    |
| 20  | 7:58                             | 12:15    | 13:05           | 17:07 | :         | :    |
| 21  | 8:01                             | 12:15    | 13:00           | 17:05 | :         | :    |
| 22  | LEAVE                            | LEAVE    | :               | :     | :         | :    |
| 23  | LEAVE                            | LEAVE    | :               | :     | :         | :    |
| 24  | Travel to So. Leyte              |          | :               | :     | :         | :    |
| 25  | SATURDAY                         | SATURDAY | :               | :     | :         | :    |
| 26  | SUNDAY                           | SUNDAY   | :               | :     | :         | :    |
| 27  | LEAVE                            | LEAVE    | :               | :     | :         | :    |
| 28  | 8:10                             | 12:15    | 13:30           | 19:00 | :         | :    |
| 29  | LEAVE                            | LEAVE    | :               | :     | :         | :    |
| 30  | HOLIDAY                          | HOLIDAY  | :               | :     | :         | :    |
| 31  | 9:01                             | 15:15    | :               | :     | :         | :    |

### TOTALS

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

**MOISES NEIL V. SERINO**

Dean, CME

VERIFIED as to the prescribed office hours.

**BEATRIZ S. BELONIAS**

VP for Academic Affairs

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