

DAILY TIME RECORD
CAPARAS, MERRY JEAN A.
(NAME)

For the month of
July 1 - 31, 2023
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	7:54	12:08	12:22	6:21		8hrs
4-TUE	7:51	12:16	12:17	6:50		8hrs
5-WED	7:54	12:50	12:50	6:15		8hrs
6-THU	7:51	12:01	12:02	6:00		8hrs
7-FRI	7:47	12:15	12:18	5:05		8hrs
8-SAT						Off
9-SUN						Off
10-MON	8:06	12:21	12:32	7:03	6mins	7hrs 54mins
11-TUE						OB
12-WED						OB
13-THU						OB
14-FRI						OB
15-SAT						OB
16-SUN						Off
17-MON						OB
18-TUE						OB
19-WED						OB
20-THU						OB
21-FRI						OB
22-SAT						OB
23-SUN						Off
24-MON	7:45	12:03	12:21	6:55		8hrs
25-TUE	7:49	12:08	12:28	5:44		8hrs
26-WED						OB
27-THU	7:50	12:15	12:17	5:07		8hrs
28-FRI	7:59	12:08	12:09	5:12		8hrs
29-SAT						Off
30-SUN						Off
31-MON	7:59	12:03	12:09	5:06		8hrs

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.


MERRY JEAN A. CAPARAS

VERIFIED as to prescribed office hours

LILIAN B. NUÑEZ
Department Head
Institute for Strategic Research & Development Studies

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