


DAILY TIME RECORD **SUMARIA, MA. GRACE C.** (NAME)

For the month of
November 1 - 30, 2021
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	HOLIDAY					Absent
2-TUE	7:45	12:00	1:00	5:15		Absent
3-WED	8:00	12:00	1:00	5:10		Absent
4-THU	7:50	12:00	1:00	5:10		Absent
5-FRI	7:48	12:00	1:00	5:10		Absent
6-SAT						Off
7-SUN						Off
8-MON	HOLIDAY					Absent
9-TUE	7:50	12:00	1:00	5:15		Absent
10-WED	7:48	12:00	1:00	5:00		Absent
11-THU	7:40	12:00	1:00	5:10		Absent
12-FRI	8:00	12:00	1:00	5:20		Absent
13-SAT						Off
14-SUN						Off
15-MON	8:00	12:00	1:00	5:00		Absent
16-TUE	7:50	12:00	1:00	5:10		Absent
17-WED	7:41	12:00	1:00	5:20		Absent
18-THU	8:00	12:00	1:00	5:15		Absent
19-FRI	8:00	12:00	1:00	5:05		Absent
20-SAT						Off
21-SUN						Off
22-MON	8:00	12:00	1:00	5:05		Absent
23-TUE	8:00	12:00	1:00	5:10		Absent
24-WED	7:48	12:00	1:00	5:10		Absent
25-THU	7:40	12:00	1:00	5:15		Absent
26-FRI	8:00	12:00	1:00	5:00		Absent
27-SAT						Off
28-SUN						Off
29-MON	8:00	12:00	1:00	5:00		Absent
30-TUE	HOLIDAY					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.


 MA. GRACE C. SUMARIA

VERIFIED as to prescribed office hours


 ELDON P. DE PADUA

Department Head
 Department of Agricultural and BioSystems Engineering