

**DAILY TIME RECORD****CERNA, MIZAE B.**

(NAME)

For the month of

May 1 - 31, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON						CAL
3-TUE						Holiday
4-WED	8:02	12:20	12:57	5:07	2mins	7hrs 58mins
5-THU	7:59	12:20	12:40	5:25		8hrs
6-FRI						CAL
7-SAT						Off
8-SUN						Off
9-MON						CAL
10-TUE						CAL
11-WED	7:38	12:18	12:22	5:14		8hrs
12-THU	7:55	12:08	1:00	5:07		8hrs
13-FRI	7:52	12:11	12:20	5:02		8hrs
14-SAT						Off
15-SUN						Off
16-MON	7:41	12:07	12:13	5:11		8hrs
17-TUE	7:50	12:06	12:33	5:05		8hrs
18-WED	7:57	12:20	12:37	5:03		8hrs
19-THU	7:59	12:14	12:46	5:11		8hrs
20-FRI	8:12	12:07	12:38	5:07	12mins	7hrs 48mins
21-SAT						Off
22-SUN						Off
23-MON	7:52	11:59	12:31	5:09	1min	7hrs 59mins
24-TUE	7:59	12:21	12:24	5:05		8hrs
25-WED	7:57	12:35	12:36	5:05		8hrs
26-THU	7:53	12:02	12:23	5:07		8hrs
27-FRI						VL
28-SAT						Off
29-SUN						Off
30-MON						SL
31-TUE	7:49	12:13	12:47	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.

**MIZAE B. CERNA**

VERIFIED as to prescribed office hours

**LILIAN B. NUNEZ**

Department Head

Institute of Strategic Research &amp; Development Studies

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