

**DAILY TIME RECORD****FLORES, MA. ZAIDA A.**

(NAME)

For the month of

February 1 - 28, 2023

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	8:32	12:18	12:42	5:03	32mins	7hrs 28mins
2-THU	8:15	12:22	12:55	5:00	15mins	7hrs 45mins
3-FRI	8:19	12:41	12:44	5:00	19mins	7hrs 41mins
4-SAT						Off
5-SUN						Off
6-MON	8:10	12:19	12:37	5:00	10mins	7hrs 50mins
7-TUE	8:24	12:24	12:43	5:05	24mins	7hrs 36mins
8-WED	8:08	12:12	12:35	5:05	8mins	7hrs 52mins
9-THU	8:57	12:22	1:02	5:10	59mins	7hrs 1min
10-FRI	8:35	12:19	12:37	5:00	35mins	7hrs 25mins
11-SAT						Off
12-SUN						Off
13-MON						Absent
14-TUE	8:21	12:30	12:38	5:02	21mins	7hrs 39mins
15-WED	8:45	12:34	12:45	5:00	45mins	7hrs 15mins
16-THU	8:32	12:34	12:50	5:00	32mins	7hrs 28mins
17-FRI	8:44	12:31	12:44	5:00	44mins	7hrs 16mins
18-SAT						Off
19-SUN						Off
20-MON	8:15	12:20	12:35	5:02	15mins	7hrs 45mins
21-TUE	8:11	12:22	12:45	5:09	11mins	7hrs 49mins
22-WED	8:58	12:32	12:45	5:03	58mins	7hrs 2mins
23-THU	8:18	12:19	12:46	5:04	18mins	7hrs 42mins
24-FRI						Holiday
25-SAT						Off
26-SUN						Off
27-MON	7:40	12:49	12:17	5:18		8hrs
28-TUE	8:08	12:01	12:35	5:17	8mins	7hrs 52mins

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. ZAIDA A. FLORES**

VERIFIED as to prescribed office hours


  
**ROMEL B. ARMECIN**

Department Head  
National Abaca Research Center