

DAILY TIME RECORD**CAPARAS, MERRY JEAN A.**

(NAME)

For the month of

March 1 - 31, 2023

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:56	12:41	12:43	5:42		8hrs
2-THU	7:58	12:09	12:53	5:36		8hrs
3-FRI	7:53	12:42	12:46	5:43		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:55	12:01	12:30	5:04		8hrs
7-TUE						OB
8-WED						OB
9-THU						OB
10-FRI						OB
11-SAT						Off
12-SUN						Off
13-MON	7:52	12:31	12:47	6:43		8hrs
14-TUE	7:51	12:01	12:02	6:12		8hrs
15-WED	8:32	12:56	12:58	5:59	32mins	7hrs 28mins
16-THU	7:59	12:02	12:03	6:18		8hrs
17-FRI	8:07	12:45	12:47	8:04	7mins	7hrs 53mins
18-SAT						OB
19-SUN						Off
20-MON	7:55	12:26	12:28	6:09		8hrs
21-TUE	8:00	12:10	12:34	5:06		8hrs
22-WED	7:41	12:03	12:30	5:22		8hrs
23-THU	7:45	12:18	12:19	7:19		8hrs
24-FRI	7:51	12:37	12:39	5:00		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:51	12:16	12:33	6:15		8hrs
28-TUE	7:52	12:09	12:13	6:10		8hrs
29-WED	7:49	12:05	12:20	5:30		8hrs
30-THU						OB
31-FRI	7:52	12:43	12:51	5:45		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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Institute for Strategic Research & Development Studies

DAILY TIME RECORD
DELIMA, GINA A.
(NAME)

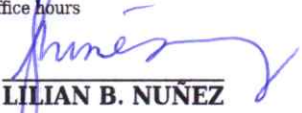
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4-SAT						Off
5-SUN						Off
6-MON	7:10	12:08	12:13	5:30		8hrs
7-TUE						OB
8-WED						OB
9-THU						OB
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GINA A. DELIMA

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LILIAN B. NUÑEZ
Department Head
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