

DAILY TIME RECORD**AURE, MA. RACHEL KIM L.**

(NAME)

For the month of

February 1 - 28, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

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

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. RACHEL KIM L. AURE

VERIFIED as to prescribed office hours



BEATRIZ S. BELONIAS

VP for Academic Affairs