

# **DAILY TIME RECORD** **CAPARAS, MERRY JEAN A.** (NAME)

For the month of  
 May 1 - 31, 2024  
 Official hours for arrival and departure  
 8:00AM - 5:00PM

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

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. NUNEZ**

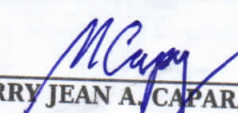
Department Head  
 Institute for Strategic Research & Development Studies

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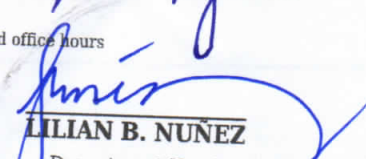
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10-FRI						VL
11-SAT						Off
12-SUN						Off
13-MON						FL
14-TUE						FL
15-WED						FL
16-THU						FL
17-FRI						FL
18-SAT						Off
19-SUN						Off
20-MON						SL
21-TUE						SL
22-WED						CDO
23-THU						CDO
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