

DAILY TIME RECORD**CIMAFRANCA, LYNETTE C.**

(NAME)

For the month of

December 1 - 31, 2021

Official hours for arrival and departure

8:00AM - 5:00PM


Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						Absent
2-THU	8:30	12:30	12:39	5:09		Absent
3-FRI	8:12	12:30	12:59	5:17		Absent
4-SAT						Off
5-SUN						Off
6-MON	8:10	12:25	12:45	5:12		Absent
7-TUE	8:29	12:30	12:39	5:12		Absent
8-WED	HOLIDAY					Absent
9-THU	7:58	12:12	12:39	5:45		Absent
10-FRI	8:30	12:30	12:59	5:07		Absent
11-SAT						Off
12-SUN						Off
13-MON	8:27	12:30	12:39	5:20		Absent
14-TUE	ON-LEAVE					Absent
15-WED	8:10	12:30	1:00	3:10		Absent
16-THU	TYPHOON					Absent
17-FRI						Absent
18-SAT						Off
19-SUN	} ON-LEAVE					Off
20-MON						Absent
21-TUE						Absent
22-WED	8:23	12:01	12:40	5:10		Absent
23-THU	ON-LEAVE					Absent
24-FRI						Absent
25-SAT						Off
26-SUN						Off
27-MON	} ON-LEAVE					Absent
28-TUE						Absent
29-WED						Absent
30-THU	HOLIDAY					Absent
31-FRI	ON-LEAVE					Absent

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.



LYNETTE C. CIMAFRANCA

VERIFIED as to prescribed office hours



LORINA A. GALVEZ

Department Head
Department of Food Science and Technology