

DAILY TIME RECORD**SUGANO, SARAH JEAN C.**

(NAME)

For the month of

July 1 - 31, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI						Absent
2-SAT						Off
3-SUN						Off
4-MON	8:05	12:16	1:02	5:10		8hrs
5-TUE	8:04	12:35	1:00	5:04		8hrs
6-WED	8:02	12:09	12:48	5:45		8hrs
7-THU	7:59	12:23	12:50	5:17		8hrs
8-FRI	8:00	12:02	12:44	5:05		8hrs
9-SAT						Off
10-SUN						Off
11-MON						SL
12-TUE	7:58	12:02	1:00	5:09		8hrs
13-WED	8:00	12:23	12:56	5:16		8hrs
14-THU	8:08	12:05	12:53	5:00		8hrs
15-FRI	7:53	12:02	1:00	5:10		8hrs
16-SAT						Off
17-SUN						Off
18-MON	7:52	12:23	12:56	5:18		8hrs
19-TUE	7:56	12:14	12:49	5:10		8hrs
20-WED	7:56	12:01	12:56	5:11		8hrs
21-THU	7:58	12:08	12:46	5:05		8hrs
22-FRI	7:49	12:36	12:53	5:12		8hrs
23-SAT						Off
24-SUN						Off
25-MON	8:03	12:19	12:51	5:04		8hrs
26-TUE	8:03	12:10	12:57	5:07		8hrs
27-WED	7:49	12:09	12:32	5:02		8hrs
28-THU						FL
29-FRI						SL
30-SAT						Off
31-SUN						Off

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.



SARAH JEAN C. SUGANO

VERIFIED as to prescribed office hours



MA. THERESA P. LORETO

Department Head
Advanced Research and Innovation Center