

DAILY TIME RECORD

Kyza Mae M. Ramoneda

(Name)

For the Month of April 2022

Official hours for arrival: Regular Day _____
and departure Saturdays _____

Day	A.M.		P.M.		Undertime	
	Arrival	Depar	Arrival	Depar	Hour	Min
1.	8:00	12:00	1:00	5:00		
2.	Saturday					
3.	Sunday					
4.	7:00	12:00	1:00	5:30		
5.	8:00	12:00	1:00	5:00		
6.	7:00	12:00	1:00	5:30		
7.	8:00	12:00	1:00	5:00		
8.	8:00	12:00	1:00	5:00		
9.	Saturday					
10.	Sunday					
11.	Work Suspended					
12.	Work Suspended					
13.	Work Suspended					
14.	Holiday					
15.	Holiday					
16.	Saturday					
17.	Sunday					
18.	7:00	12:00	1:00	5:30		
19.	8:00	12:00	1:00	5:00		
20.	7:00	12:00	1:00	5:30		
21.	8:00	12:00	1:00	5:00		
22.	8:00	12:00	1:00	5:00		
23.	Saturday					
24.	Sunday					
25.	7:00	12:00	1:00	5:30		
26.	8:00	12:00	1:00	5:00		
27.	On Leave					
28.	On Leave					
29.	8:00	12:00	1:00	5:00		
30.	Saturday					
31.	xxx					

I certify on my honor that the above is a true correct reports of the hours of work performed, record of which was made daily at the time of arrival at and departure from office.

KYZA MAE M. RAMONEDA

Verified to the prescribed office hours.

MA. THERESA P. LORETO

Dean, CAS