

DAILY TIME RECORD

Ma. Theresa P. Loreto

(Name)

For the Month of January 1-31, 2022

Official hours for arrival: Regular Day _____

and departure Saturdays _____

Day	A.M.		P.M.		Undertime	
	Arrival	Depar	Arrival	Depar	Hour	Min
1.			HOLIDAY			
2.			SUNDAY			
3.	8:00	12:00	1:00	5:10		
4.	8:00	12:00	1:00	5:20		
5.	8:00	12:00	1:00	5:15		
6.	8:00	12:00	1:00	5:20		
7.	8:00	12:00	1:00	5:10		
8.			SATURDAY			
9.			SUNDAY			
10.	8:00	12:00	1:00	5:20		
11.	8:00	12:00	1:00	5:10		
12.	8:00	12:00	1:00	5:15		
13.	8:00	12:00	1:00	5:05		
14.	8:00	12:00	1:00	5:00		
15.			SATURDAY			
16.			SUNDAY			
17.	8:00	12:00	1:00	5:05		
18.	8:00	12:00	1:00	5:00		
19.	8:00	12:00	1:00	5:00		
20.	8:00	12:00	1:00	5:10		
21.	8:00	12:00	1:00	5:15		
22.			SATURDAY			
23.			SUNDAY			
24.	8:00	12:00	1:00	5:10		
25.	8:00	12:00	1:00	5:20		
26.	8:00	12:00	1:00	6:00		
27.	8:00	12:00	1:00	5:25		
28.	8:00	12:00	1:00	5:15		
29.			SATURDAY			
30.			SUNDAY			
31.	8:00	12:00	1:00	5:20		

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.

*mtplacto*MA. THERESA P. LORETO

Verified to the prescribed office hours.

BEATRIZ S. BELONIAS

VP for Academic Affairs