

DAILY TIME RECORD**DELIMA, GINA A.**

(NAME)

For the month of
September 1 - 30, 2022
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	7:29	12:19	12:21	5:52		8hrs
2-FRI	7:14	12:11	12:46	6:03		8hrs
3-SAT						Off
4-SUN						Off
5-MON	7:17	12:23	12:25	5:14		8hrs
6-TUE	7:18	12:37	12:38	5:04		8hrs
7-WED	7:17	12:55	12:56	5:32		8hrs
8-THU	7:04	12:21	12:26	5:31		8hrs
9-FRI	7:12	12:22	12:23		2hrs 50mins	5hrs 10mins <i>attached appeal approval of OTPLB</i>
10-SAT						Off
11-SUN						Off
12-MON	7:19	12:20	12:24	5:17		8hrs
13-TUE	7:24	12:09	12:10	5:29		8hrs
14-WED	7:56	12:08	12:09	5:06		8hrs
15-THU	7:11	12:23	12:24	5:12		8hrs
16-FRI	7:30	12:26	12:27	5:08		8hrs
17-SAT						Off
18-SUN						Off
19-MON	7:21	12:09	12:10	5:10		8hrs
20-TUE	7:42	12:02	12:19	5:14		8hrs
21-WED	7:32	12:03	12:04	5:42		8hrs
22-THU	7:39	12:04	12:05	5:38		8hrs
23-FRI	7:57	12:09	12:12	4:51		8hrs
24-SAT						Off
25-SUN						Off
26-MON	7:47	12:03	12:04	5:58		8hrs
27-TUE	7:25	12:11	12:12	5:35		8hrs
28-WED	6:56	12:04	12:05	5:24		8hrs
29-THU	7:31	12:43	12:44	5:32		8hrs
30-FRI	8:00	12:11	12:13	5:08		8hrs

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.

GINA A. DELIMA
GINA A. DELIMA

VERIFIED as to prescribed office hours

LILIAN B. NUÑEZ
LILIAN B. NUÑEZ

Department Head
 Institute for Strategic Research & Development Studies

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VERIFIED as to prescribed office hours

LILIAN B. NUÑEZ
LILIAN B. NUÑEZ

Department Head
 Institute for Strategic Research & Development Studies



My Account ^

Profile

Connected Office

WF Home Attendance

Daily Time Log

DTR

Work Schedules

Leave Application

Official Business Travel

Overtime

Time Log Appeals

Without pay

PAR/ICS

Payslip

RSP v

Account Settings

COVID Checklist v

Feedback v

Details

DTR Date
September 9, 2022Submitted at
September 30, 2022Status
Pending

Periods

🕒 8:00 am to 12:00 pm

🕒 1:00 pm to 5:00 pm

Reason

Biometric did not save log-out. Based on the manual logbook, I left the office at 17:31.

Attachments



VIEW

Approval Request Status

Institute for Strategic Research & Development Studies (ISR)

✓ Approved By
Lilian Nuñez
September 30, 2022 5:53 PM

📄 Comment
No remark/note provided

Office of the Head of Payroll and Leave Benefits (OHPLB)

🔄 Status
Waiting