

DAILY TIME RECORD

DACLAG, JOCELYN G.

(NAME)

For the month of

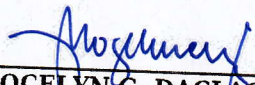
December 1 - 31, 2021

Official hours for arrival and departure


8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED		LEAVE				Absent
2-THU	8:00	12:25	1:00	5:20		Absent
3-FRI	8:00	12:10	12:50	5:45		Absent
4-SAT		SATURDAY				Off
5-SUN		SUNDAY				Off
6-MON	7:30	12:15	12:50	5:55		Absent
7-TUE	8:15	12:10	12:55	5:45		Absent
8-WED		HOLIDAY				Absent
9-THU	8:05	12:20	12:59	6:00		Absent
10-FRI	8:00	12:10	12:50	7:15		Absent
11-SAT		SATURDAY				Off
12-SUN		SUNDAY				Off
13-MON	7:45	12:20	1:00	5:40		Absent
14-TUE	7:55	12:10	1:00	6:15		Absent
15-WED		LEAVE				Absent
16-THU	} WORK SUSPENDED					Absent
17-FRI						Absent
18-SAT		SATURDAY				Off
19-SUN		SUNDAY				Off
20-MON	7:58	12:07	12:50	5:10		Absent
21-TUE	} LEAVE					Absent
22-WED						Absent
23-THU	8:10	12:10	12:45	5:30		Absent
24-FRI		LEAVE				Absent
25-SAT		SATURDAY				Off
26-SUN		SUNDAY				Off
27-MON	} LEAVE					Absent
28-TUE						Absent
29-WED						Absent
30-THU		HOLIDAY				Absent
31-FRI	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.


JOCELYN G. DACLAG

VERIFIED as to prescribed office hours


LORINA A. GALVEZ
Department Head
Department of Food Science and Technology