

DAILY TIME RECORD  
LEMOS, SHEILA MARIE C.  
(NAME)

For the month of  
October 1 - 31, 2022  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	7:46	12:03	12:50	5:11		8hrs
4-TUE	7:49	12:02	12:05	5:07		8hrs
5-WED	7:57	12:00	12:30	5:16		8hrs
6-THU	7:49	12:02	12:43	5:06		8hrs
7-FRI	7:53	12:47	12:50	5:00		8hrs
8-SAT						Off
9-SUN			1:30	4:32		OVERTIME 8:00am - 5:00pm 3hrs 2mins
10-MON	7:50	12:02	12:28	5:07		8hrs
11-TUE	8:01	12:02	12:39	5:03	1min	7hrs 59mins
12-WED	8:53	12:03	12:30	5:55	53mins	7hrs 7mins
13-THU	8:07	12:00	12:31	5:00	7mins	7hrs 53mins
14-FRI	7:56	12:01	12:22	6:27		8hrs
15-SAT	8:41	12:03				OVERTIME 8:00am - 5:00pm 3hrs 22mins
16-SUN						Off
17-MON	7:43	12:27	12:28	5:00		8hrs
18-TUE	7:50	12:00	12:35	5:30		8hrs
19-WED	8:00	12:01	12:42	5:00		8hrs
20-THU						Holiday
21-FRI	8:11	12:00	12:46	5:05	11mins	7hrs 49mins
22-SAT						Off
23-SUN			1:25	4:27		OVERTIME 8:00am - 5:00pm 3hrs 2mins
24-MON	7:51	12:02	12:32	5:12		8hrs
25-TUE	8:22	12:21	12:25	5:08	22mins	7hrs 38mins
26-WED	8:18	12:01	12:30	5:06	18mins	7hrs 42mins
27-THU	8:21	12:30	12:32	5:01	21mins	7hrs 39mins
28-FRI	8:10	12:19	1:00	5:00	10mins	7hrs 50mins SUSPENDED 1:00 pm 5:00 pm
29-SAT						Off
30-SUN						Off
31-MON						Holiday

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.

SHEILA MARIE C. LEMOS

VERIFIED as to prescribed office hours

ALELI A. VILLOCINO

Vice President  
Office of the Vice President for the Student Affairs and Services

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