

DAILY TIME RECORD**MAZO, ANALYN M.**

(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	8:00	12:00	1:00	5:00		Absent
2-THU	8:00	12:00	1:00	5:00		Absent
3-FRI	8:00	12:00	1:00	5:00		Absent
4-SAT						Off
5-SUN						Off
6-MON	8:00	12:00	1:00	5:00		Absent
7-TUE	8:00	12:00	1:00	5:00		Absent
8-WED	8:00	12:00	1:00	5:00		Absent
9-THU		Leave				Absent
10-FRI	8:00	12:00	1:00	5:00		Absent
11-SAT						Off
12-SUN						Off
13-MON	8:00	12:00	1:00	5:00		Absent
14-TUE	8:00	12:00	1:00	5:00		Absent
15-WED	8:00	12:00	1:00	5:00		Absent
16-THU	8:00	12:00	1:00	5:00		Absent
17-FRI	8:00	12:00	1:00	5:00		Absent
18-SAT						Off
19-SUN						Off
20-MON	} cpo					Absent
21-TUE						Absent
22-WED						Absent
23-THU						Absent
24-FRI	}					Absent
25-SAT						Off
26-SUN						Off
27-MON	} cpo					Absent
28-TUE						Absent
29-WED						Absent
30-THU	} Holiday					Absent
31-FRI						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.


ANALYN M. MAZO

VERIFIED as to prescribed office hours


MA. THERESA P. LORETO

College Dean
 Department of Pure and Applied Chemistry

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