

# **DAILY TIME RECORD** **BALLENTE, VERA STEPHANIE B.**

(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	07:47	12:08	12:37	05:03		Absent
2-THU	08:00	12:03	12:49	05:00		Absent
3-FRI	07:45	12:00	12:55	05:05		Absent
4-SAT						Off
5-SUN						Off
6-MON	08:00	12:04	01:00	05:00		Absent
7-TUE	08:00	12:00	12:40	05:12		Absent
8-WED		HOLIDAY				Absent
9-THU	07:58	12:01	12:58	05:00		Absent
10-FRI	08:00	12:03	01:00	05:04		Absent
11-SAT						Off
12-SUN						Off
13-MON	08:00	12:00	12:41	05:00		Absent
14-TUE	08:00	12:00	12:48	05:16		Absent
15-WED	07:40	12:11	12:53	05:03		Absent
16-THU		Work Suspension				Absent
17-FRI		Work Suspension				Absent
18-SAT						Off
19-SUN						Off
20-MON	07:52	12:00	12:46	05:05		Absent
21-TUE		Special Privilege Leave				Absent
22-WED		Special Privilege Leave				Absent
23-THU		Special Privilege Leave				Absent
24-FRI		Force Leave				Absent
25-SAT						Off
26-SUN						Off
27-MON		Force Leave				Absent
28-TUE		Force Leave				Absent
29-WED		Force Leave				Absent
30-THU		HOLIDAY				Absent
31-FRI		Force 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.

  
**VERA STEPHANIE B. BALLENTES**

VERIFIED as to prescribed office hours

  
**SANTIAGO T. PEÑA JR.**

Department Head  
 College of Veterinary Medicine