

DAILY TIME RECORD**CERNA, MIZAE B.**

(NAME)

For the month of

May 1 - 31, 2024

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						Holiday
2-THU	7:34	12:18	12:20	5:37		8hrs
3-FRI	8:00	12:00	12:02	5:21		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:59	12:00	12:06	5:16		8hrs
7-TUE	7:59	12:01	12:35	5:05		8hrs
8-WED	8:17	12:02	12:19	5:11	17mins	7hrs 43mins
9-THU	8:29	12:04	12:07	5:14	29mins	7hrs 31mins
10-FRI						OB
11-SAT						Off
12-SUN						Off
13-MON	7:54	12:05	12:34	5:20		8hrs
14-TUE	8:09	12:01	12:10	5:10	9mins	7hrs 51mins
15-WED	8:30	12:00	12:01	5:16	30mins	7hrs 30mins
16-THU	8:02	12:23	12:34	5:21	2mins	7hrs 58mins
17-FRI	8:25	12:03	12:04	5:40	25mins	7hrs 35mins
18-SAT						Off
19-SUN						Off
20-MON	8:28	12:18	12:20	5:16	28mins	7hrs 32mins
21-TUE	7:52	12:12	12:32	5:17		8hrs
22-WED	7:49	12:46	1:01	5:18	1min	7hrs 59mins
23-THU						FL
24-FRI						FL
25-SAT						Off
26-SUN						Off
27-MON	7:39	12:09	12:13	5:14		8hrs
28-TUE	7:57	12:14	12:31	5:14		8hrs
29-WED	7:45	12:05	12:10	5:02		8hrs
30-THU	8:00	12:00	12:58	5:12		8hrs
31-FRI	7:58	12:02	12:30	5:19		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.

MIZAE B. CERNA

VERIFIED as to prescribed office hours

LILIAN B. NUNEZ

Department Head

Institute for Strategic Research & Development Studies

DAILY TIME RECORD**CERNA, MIZAE B.**

(NAME)

For the month of

May 1 - 31, 2024

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						Holiday
2-THU	7:34	12:18	12:20	5:37		8hrs
3-FRI	8:00	12:00	12:02	5:21		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:59	12:00	12:06	5:16		8hrs
7-TUE	7:59	12:01	12:35	5:05		8hrs
8-WED	8:17	12:02	12:19	5:11	17mins	7hrs 43mins
9-THU	8:29	12:04	12:07	5:14	29mins	7hrs 31mins
10-FRI						OB
11-SAT						Off
12-SUN						Off
13-MON	7:54	12:05	12:34	5:20		8hrs
14-TUE	8:09	12:01	12:10	5:10	9mins	7hrs 51mins
15-WED	8:30	12:00	12:01	5:16	30mins	7hrs 30mins
16-THU	8:02	12:23	12:34	5:21	2mins	7hrs 58mins
17-FRI	8:25	12:03	12:04	5:40	25mins	7hrs 35mins
18-SAT						Off
19-SUN						Off
20-MON	8:28	12:18	12:20	5:16	28mins	7hrs 32mins
21-TUE	7:52	12:12	12:32	5:17		8hrs
22-WED	7:49	12:46	1:01	5:18	1min	7hrs 59mins
23-THU						FL
24-FRI						FL
25-SAT						Off
26-SUN						Off
27-MON	7:39	12:09	12:13	5:14		8hrs
28-TUE	7:57	12:14	12:31	5:14		8hrs
29-WED	7:45	12:05	12:10	5:02		8hrs
30-THU	8:00	12:00	12:58	5:12		8hrs
31-FRI	7:58	12:02	12:30	5:19		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.

MIZAE B. CERNA

VERIFIED as to prescribed office hours

LILIAN B. NUNEZ

Department Head

Institute for Strategic Research & Development Studies