

DAILY TIME RECORD **SERIÑO, EUNICE KENEE L.** (NAME)

For the month of
November 1 - 30, 2021
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	HOLIDAY					Absent
2-TUE	7:15	12:00	1:00	6:00		Absent
3-WED	7:00	12:30	1:30	5:35		Absent
4-THU	7:30	12:00	1:35	6:00		Absent
5-FRI	7:00	12:30	1:00	5:40		Absent
6-SAT	SAT					Off
7-SUN	SUN					Off
8-MON	HOLIDAY					Absent
9-TUE	7:00	12:30	1:30	5:50		Absent
10-WED	7:00	12:00	1:00	5:30		Absent
11-THU	7:00	12:00	12:50	6:10		Absent
12-FRI	WFH					Absent
13-SAT	SAT					Off
14-SUN	SUN					Off
15-MON	7:00	12:30	1:20	6:00		Absent
16-TUE	7:00	12:30	1:40	6:00		Absent
17-WED	8:25	12:30	1:30	5:20		Absent
18-THU	8:20	12:30	1:30	5:30		Absent
19-FRI	8:50	12:05	12:45	5:30		Absent
20-SAT	SAT					Off
21-SUN	SUN					Off
22-MON	8:20	12:00	12:55	5:30		Absent
23-TUE	7:00	12:20	1:20	5:55		Absent
24-WED	7:00	12:00	12:40	5:20		Absent
25-THU	7:00	12:20	1:20	5:10		Absent
26-FRI	ON LEAVE					Absent
27-SAT	SAT					Off
28-SUN	SUN					Off
29-MON	7:00	12:00	1:00	6:13		Absent
30-TUE	HOLIDAY					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.

EUNICE KENEE L. SERIÑO

VERIFIED as to prescribed office hours

ANALYN M. MAZO

Department Head
 Department of Biological Sciences

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