

DAILY TIME RECORD

BETHLEHEM A. PONCE

Name

For the month of February

Official hours for arrival
and departure

Regular days ____

Saturdays ____

D A Y	A.M.		P.M.		UNDERTIME	
	Arrival	Depart- ure	Arrival	Depart- ure	Hrs.	Min.
1	Holiday					
2	6:55	12:00	1:00	5:00		
3	6:40	12:00	1:00	5:00		
4	6:45	12:00	1:00	5:00		
5	SATURDAY					
6	SUNDAY					
7	7:30	12:00	1:00	5:00		
8	7:00	12:00	1:00	5:00		
9	WFH					
10	WFH					
11	WFH					
12	SATURDAY					
13	SUNDAY					
14	8:15	12:00	1:00	5:00		
15	6:45	12:00	1:00	4:00		
16	6:40	12:00	1:00	4:00		
17	6:40	12:00	1:00	5:00		
18	On-leave					
19	SATURDAY					
20	SUNDAY					
21	On-leave					
22	6:30	12:00	1:00	5:00		
23	6:15	12:00	1:00	4:00		
24	7:00	12:00	1:00	4:00		
25	Holiday					
26	SATURDAY					
27	SUNDAY					
28	6:50	12:00	1:00	5:00		
29						
30						
31						

TOTAL

I CERTIFY on my honor that the above is a true and correct reports of the hours of works performed, record of which was made daily at the time of arrival and departure from office.

Verified to the prescribed office
hours

JETT C. QUEBEC
In-Charge


**DEPARTMENT OF LIBERAL
ARTS AND BEHAVIORAL
SCIENCES**

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MENT REPORT

2022
(Covered)

Bethlehem A. Ponce was approved on a
the period covered and that I actually
assigned outputs as shown below:

Tasks accomplished and delivered/submitted	Equivalent Points
revised proposals	8
General Assembly, time was in an area with stable data	
	8
	8
in relation to the research	8

WFH (1 day x 8 hrs) = 8

Delivered/delivered = 8

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ICE
Culty

Approved:

MA. THERESA G. LORETO, PH.D.
College Dean