

**DAILY TIME RECORD****AURE, MA. RACHEL KIM L.**

(NAME)

For the month of

May 1 - 31, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	8:00	12:00	1:00	5:00		
3-TUE						Holiday
4-WED	8:00	12:00	1:00	5:00		
5-THU	8:00	12:00	1:00	5:00		
6-FRI	CALAMITY LEAVE					
7-SAT						Off
8-SUN						Off
9-MON						Holiday
10-TUE	CALAMITY LEAVE					
11-WED	8:00	12:09	12:20	5:26		
12-THU	7:58	12:01	12:20	5:51		
13-FRI	7:58	12:11	12:18	5:24		
14-SAT						Off
15-SUN						Off
16-MON	7:56	12:00	1:00	5:37		
17-TUE	7:58	12:04	12:12	6:00		
18-WED	7:58	12:06	12:15	5:26		
19-THU	7:55	12:11	12:39	5:07		
20-FRI	7:57	12:01	12:10	5:43		
21-SAT						Off
22-SUN						Off
23-MON	7:57	12:00	1:00	5:06		
24-TUE	7:56	12:02	12:36	5:02		
25-WED	7:56	12:06	12:29	5:12		
26-THU	7:57	12:10	12:30	5:06		
27-FRI	7:57	12:06	12:53	5:02		
28-SAT						Off
29-SUN						Off
30-MON	7:56	12:01	12:32	5:02		
31-TUE	7:56	12:24	12:27	5:47		

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.


  
**MA. RACHEL KIM L. AURE**

VERIFIED as to prescribed office hours

**BEATRIZ S. BELONIAS**

Vice President

Office of the Vice President for Academic Affairs