

DAILY TIME RECORD  
DELIMA, GINA A.  
(NAME)

For the month of  
August 1 - 31, 2023  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	8:00	12:04	12:19	5:05		8hrs
2-WED	7:40	12:55	12:56	5:21		8hrs
3-THU	7:46	12:14	12:15	6:26		8hrs
4-FRI	8:09	12:15	12:18	6:10	9mins	7hrs 51mins
5-SAT						Off
6-SUN						Off
7-MON	8:02	12:18	12:19	6:25	2mins	7hrs 58mins
8-TUE	8:04	12:29	12:43	5:59	4mins	7hrs 56mins
9-WED	8:07	12:13	12:16	6:15	7mins	7hrs 53mins
10-THU	8:14	12:11	1:00	5:00	14mins	7hrs 46mins
11-FRI	8:11	12:16	12:24	5:29	11mins	7hrs 49mins
12-SAT						Off
13-SUN						Off
14-MON	7:55	12:21	12:22	5:30		8hrs
15-TUE	8:00	12:00	1:00	5:00		8hrs
16-WED	7:52	12:00	1:00	5:19		8hrs
17-THU	8:16	12:18	12:19	5:20	16mins	7hrs 44mins
18-FRI	7:57	12:06	12:14	6:04		8hrs
19-SAT						Off
20-SUN						Off
21-MON						Holiday
22-TUE	7:04	12:00	1:00	6:08		8hrs
23-WED	7:25	12:00	1:00	5:04		8hrs
24-THU	7:37	12:23	12:34	5:09		8hrs
25-FRI	7:32	12:10	12:12	5:01		8hrs
26-SAT						Off
27-SUN						Off
28-MON						Holiday
29-TUE	7:17	12:00	12:01	6:24		8hrs
30-WED	7:13	12:10	12:11	5:16		8hrs
31-THU	7:30	12:32	12:34	6:18		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.

  
GINA A. DELIMA

VERIFIED as to prescribed office hours

LILIAN B. NUÑEZ  
Department Head  
Institute for Strategic Research & Development Studies

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