

**DAILY TIME RECORD****GUARTE, DONNA M.**

(NAME)

For the month of  
January 1 - 31, 2022  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	LEAVE					Absent
4-TUE						Absent
5-WED						Absent
6-THU						Absent
7-FRI						Absent
8-SAT						Off
9-SUN						Off
10-MON	0720	1200	1300	1730		Absent
11-TUE	0700	1200	1300	1730		Absent
12-WED	0700	1200	1300	1730		Absent
13-THU	LEAVE					Absent
14-FRI						Absent
15-SAT						Off
16-SUN						Off
17-MON	0730	1200	1300	1720		Absent
18-TUE	0710	1200	1300	1730		Absent
19-WED	0730	1200	1300	1720		Absent
20-THU	0700	1200	1300	1730		Absent
21-FRI	NFH					Absent
22-SAT						Off
23-SUN						Off
24-MON	0800	1200	1300	1730		Absent
25-TUE	0720	1200	1300	1720		Absent
26-WED	0710	1200	1300	1730		Absent
27-THU	0730	1200	1300	1730		Absent
28-FRI	0730	1200	1300	1720		Absent
29-SAT						Off
30-SUN						Off
31-MON	NFH					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.

  
**DONNA M. GUARTE**

VERIFIED as to prescribed office hours

  
**ANALYN M. MAZO**  
Department Head  
Department of Biological Sciences

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