

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

(NAME)


For the month of  
**December 1 - 31, 2021**  
 Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	6:00	12:00	13:00	17:45		Absent
2-THU	6:20	12:00	13:00	17:40		Absent
3-FRI	8:00	12:00	13:00	18:00		Absent
4-SAT						Off
5-SUN						Off
6-MON	Work from Home					Absent
7-TUE	7:00	12:00	13:00	17:30		Absent
8-WED	HOLIDAY					Absent
9-THU	7:00	12:00	13:00	17:30		Absent
10-FRI	7:00	12:00	13:00	17:30		Absent
11-SAT						Off
12-SUN						Off
13-MON	7:00	12:00	13:00	17:30		Absent
14-TUE	06:35	12:00	13:00	17:30		Absent
15-WED	6:30	12:00	13:00	18:00		Absent
16-THU	Work from Home					Absent
17-FRI	Leave					Absent
18-SAT						Off
19-SUN						Off
20-MON	LEAVE					Absent
21-TUE						Absent
22-WED						Absent
23-THU						Absent
24-FRI						Absent
25-SAT						Off
26-SUN						Off
27-MON	Teacher's Leave					Absent
28-TUE						Absent
29-WED						Absent
30-THU						Absent
31-FRI						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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