

**DAILY TIME RECORD****AURE, REV RHIZZA L.**

(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	7:37	12:00	1:00	5:00		Absent
2-THU	8:00	12:05	12:58	5:02		Absent
3-FRI		ON LEAVE				Absent
4-SAT						Off
5-SUN						Off
6-MON	7:29	12:00	12:58	5:03		Absent
7-TUE	8:00	12:05	12:55	5:05		Absent
8-WED	HOLIDAY					Absent
9-THU	7:25	12:00	1:00	5:00		Absent
10-FRI	8:00	12:02	12:53	5:02		Absent
11-SAT						Off
12-SUN						Off
13-MON	7:58	12:02	1:00	6:10		Absent
14-TUE	8:00	12:00	12:55	5:00		Absent
15-WED	8:00	12:05	12:58	5:05		Absent
16-THU	SUSPENSION OF OFFICE					Absent
17-FRI	Pkg TO TYPING OPETTE					Absent
18-SAT						Off
19-SUN						Off
20-MON	7:58	12:00	1:00	5:00		Absent
21-TUE	8:00	12:05	1:00	5:02		Absent
22-WED	7:55	12:00	12:59	5:03		Absent
23-THU		ON LEAVE				Absent
24-FRI	8:00	12:00	SUSPENSION OF OFFICE			Absent
25-SAT						Off
26-SUN						Off
27-MON	8:00	12:00	12:57	5:00		Absent
28-TUE	7:53	12:05	12:59	5:02		Absent
29-WED	8:00	12:00	12:57	5:00		Absent
30-THU	HOLIDAY					Absent
31-FRI	8:00	12:00	SUSPENSION OF OFFICE			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.



**REV RHIZZA L. AURE**

VERIFIED as to prescribed office hours

**MA. THERESA P. LORETO**

College Dean

Department of Pure and Applied Chemistry

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