

# **DAILY TIME RECORD** **SUGANO, SARAH JEAN C.** (NAME)

For the month of  
**April 1 - 30, 2023**  
 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	7:26	12:31	12:32	5:10		8hrs
4-TUE	6:57	12:13	12:14	5:55		8hrs
5-WED	8:00	12:00				4hrs SUSPENDED 12:00 pm 11:59 pm
6-THU						Holiday
7-FRI						Holiday
8-SAT						Off
9-SUN						Off
10-MON						Holiday
11-TUE	7:00	12:00	1:00	5:18		8hrs
12-WED	8:03	12:08	12:09	5:15	3mins	7hrs 57mins
13-THU	7:53	12:41	12:42	5:30		8hrs
14-FRI	6:55	12:45	12:46	5:24		8hrs
15-SAT						Off
16-SUN						Off
17-MON	7:50	12:08	12:08	5:40		8hrs
18-TUE	7:00	12:03	12:09	5:53		8hrs
19-WED	6:55	12:13	12:08	5:40		8hrs
20-THU	7:52	12:16	12:16	5:22		8hrs
21-FRI						Holiday
22-SAT						Off
23-SUN						Off
24-MON	6:51	12:00	1:00	5:05		8hrs
25-TUE	8:04	12:23	12:24	5:08	4mins	7hrs 56mins
26-WED	8:10	12:35	12:36	6:44	10mins	7hrs 50mins
27-THU						VSU 99TH ANNIVERSARY
28-FRI						VSU 99TH ANNIVERSARY
29-SAT						Off
30-SUN						Off

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.

  
**SARAH JEAN C. SUGANO**

VERIFIED as to prescribed office hours

  
**MA. THERESA P. LORETO**

Department Head  
 Advanced Research and Innovation Center

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