

DAILY TIME RECORD**MEJIA, HANZEL N.**

(NAME)

For the month of

March 1 - 31, 2024

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:58	12:00	12:13	5:05		8hrs
2-SAT						Off
3-SUN						Off
4-MON	7:06	12:00	12:28	5:33		8hrs
5-TUE						FL
6-WED						FL
7-THU						FL
8-FRI						FL
9-SAT						Off
10-SUN						Off
11-MON	8:12	12:08	12:33	5:04		8hrs 27mins
12-TUE						SL
13-WED	7:59	12:02	12:15	5:22		9hrs 10mins
14-THU	7:58	12:03	12:10	5:52		9hrs 47mins
15-FRI	9:27	12:03	12:12	5:09	27mins	7hrs 33mins
16-SAT						Off
17-SUN						Off
18-MON	7:00	12:00	12:43	5:17		8hrs
19-TUE	7:18	12:00	12:06	5:07		8hrs
20-WED	9:14	12:19	12:59	5:15	1hr 14mins	6hrs 46mins
21-THU	6:57	12:02	12:36	5:18		8hrs
22-FRI	9:14	12:00	12:06	5:14	1hr 14mins	6hrs 46mins
23-SAT						Off
24-SUN						Off
25-MON	9:05	12:01	12:10	5:23	1hr 5mins	6hrs 55mins
26-TUE			12:48	5:02	4hrs	4hrs
27-WED	9:36	12:03				2hrs 24mins SUSPENDED 12:00 pm 11:59 pm
28-THU						Holiday
29-FRI						Holiday
30-SAT						Off
31-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.



HANZEL N. MEJIA

VERIFIED as to prescribed office hours



JOHN CHRISTIAN L. GAVIOLA

Department Head
Department of Civil Engineering