

# DAILY TIME RECORD

**CERNA, DENNIS JOEL L.**  
(NAME)


For the month of  
**April 1 - 30, 2022**  
Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	07:35	12:00	01:00	05:45	7	Absent
2-SAT						Off
3-SUN						Off
4-MON	07:30	12:00	01:00	06:30		Absent
5-TUE	07:45	12:00	01:00	06:10		Absent
6-WED		On Leave				Absent
7-THU	07:30	12:12	12:47	05:12		Absent
8-FRI	07:45	12:00	01:00	05:15		Absent
9-SAT						Off
10-SUN						Off
11-MON						Absent SUSPENDED 8:00 am 5:00 pm
12-TUE						Absent SUSPENDED 8:00 am 5:00 pm
13-WED						Absent SUSPENDED 8:00 am 5:00 pm
14-THU						Holiday
15-FRI						Holiday
16-SAT						Off
17-SUN						Off
18-MON	07:45	12:00	01:00	05:25	7	Absent
19-TUE	07:30	12:04	12:56	06:00		Absent
20-WED	07:30	12:17	12:48	06:05		Absent
21-THU	07:40	12:02	12:48	05:10		Absent
22-FRI	07:38	12:07	12:56	05:10		Absent
23-SAT						Off
24-SUN						Off
25-MON		On Leave				Absent
26-TUE		On Leave				Absent
27-WED	07:35	12:00	01:00	05:05		Absent
28-THU	07:30	12:00	01:00	05:12		Absent
29-FRI	07:35	12:00	12:45	05:15		Absent
30-SAT						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.

  
**DENNIS JOEL L. CERNA**

VERIFIED as to prescribed office hours

  
**CHARIS B. LIMBO**  
Department Head  
Institute of Human Kinetics