

DAILY TIME RECORD  
ANDAN, CHARLIE S.

(NAME)  
For the month of  
December 1 - 31, 2022  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU						CDO
2-FRI	8:30	12:44	12:46	5:27	30mins	7hrs 30mins
3-SAT						Off
4-SUN						Off
5-MON	8:27	12:55	12:56	5:12	27mins	7hrs 33mins
6-TUE	8:02	12:16	12:18	5:32	2mins	7hrs 58mins
7-WED	8:28	12:54	12:58	5:13	28mins	7hrs 32mins
8-THU						Holiday
9-FRI						OB
10-SAT						Off
11-SUN						Off
12-MON	7:36	12:13	12:24	5:12		8hrs
13-TUE	8:08	12:09	12:11	5:56	8mins	7hrs 52mins
14-WED	8:00	12:01	12:06	5:05		8hrs
15-THU	8:43	12:46	12:47	5:22	43mins	7hrs 17mins
16-FRI	8:50	12:40	12:45	5:10	50mins	7hrs 10mins
17-SAT						Off
18-SUN						Off
19-MON	7:54	12:05	12:07	5:08		8hrs
20-TUE	8:15	12:36	12:38	5:05	15mins	7hrs 45mins
21-WED	8:41	12:50	12:52	5:05	41mins	7hrs 19mins
22-THU						CDO
23-FRI						CDO
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE						CDO
28-WED						CDO
29-THU						CDO
30-FRI						Holiday
31-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.

CHARLIE S. ANDAN

VERIFIED as to prescribed office hours

JANNET C. BENCURE

College Dean  
College of Engineering and Technology

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