

0760

**DAILY TIME RECORD****AURE, MA. RACHEL KIM L.**

(NAME)

For the month of

**March 1 - 31, 2022**

Official hours for arrival and departure

**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	8:00	12:00	1:00	5:00		
2-WED	8:00	12:00	1:00	5:00		
3-THU	8:00	12:00	1:00	5:00		
4-FRI	8:00	12:00	1:00	5:00		
5-SAT						Off
6-SUN						Off
7-MON	8:00	12:00	1:00	5:00		
8-TUE	8:00	12:00	1:00	5:00		
9-WED	8:00	12:00	1:00	5:00		
10-THU	8:00	12:00	1:00	5:00		
11-FRI	8:00	12:00	1:00	5:00		
12-SAT						Off
13-SUN						Off
14-MON	8:00	12:00	1:00	5:00		
15-TUE	8:00	12:00	1:00	5:00		
16-WED	8:00	12:00	1:00	5:00		
17-THU	8:00	12:00	1:00	5:00		
18-FRI	8:00	12:00	1:00	5:00		
19-SAT						Off
20-SUN						Off
21-MON	8:00	12:00	1:00	5:00		
22-TUE	8:00	12:00	1:00	5:00		
23-WED	8:00	12:00	1:00	5:00		
24-THU	8:00	12:00	1:00	5:00		
25-FRI	8:00	12:00	1:00	5:00		
26-SAT						Off
27-SUN						Off
28-MON	8:00	12:00	1:00	5:00		
29-TUE	8:00	12:00	1:00	5:00		
30-WED	8:00	12:00	1:00	5:00		
31-THU	8:00	12:00	1:00	5:00		

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.



**MA. RACHEL KIM L. AURE**

VERIFIED as to prescribed office hours



**BEATRIZ S. BELONIAS**

VP for Academic Affairs