

**DAILY TIME RECORD****APAS, THELMA P.**

(NAME)

For the month of

**September 1 - 30, 2022**

Official hours for arrival and departure

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	7:51	12:36	12:39	5:03		8hrs
2-FRI	8:06	12:03	12:31	5:00	6mins	7hrs 54mins
3-SAT						Off
4-SUN						Off
5-MON	7:54	12:14	12:33	5:04		8hrs
6-TUE	7:44	12:01	12:37	5:00		8hrs
7-WED	7:48	12:29	12:48	5:02		8hrs
8-THU	8:01	12:02	12:31	5:02	1min	7hrs 59mins
9-FRI	7:58	12:00	12:22	5:03		8hrs
10-SAT						Off
11-SUN						Off
12-MON	8:43	12:00	12:21	5:00	43mins	7hrs 17mins
13-TUE	8:15	12:08	12:33	5:00	15mins	7hrs 45mins
14-WED	7:58	12:02	12:23	5:03		8hrs
15-THU	8:08	12:00	12:33	5:01	8mins	7hrs 52mins
16-FRI	8:19	12:13	12:31	5:01	19mins	7hrs 41mins
17-SAT						Off
18-SUN						Off
19-MON	8:04	12:02	12:48	5:03	4mins	7hrs 56mins
20-TUE	7:53	12:03	12:42	5:02		8hrs
21-WED	8:03	12:02	12:37	5:00	3mins	7hrs 57mins
22-THU	8:05	12:09	12:29	5:04	5mins	7hrs 55mins
23-FRI	7:52	12:18	12:39	5:03		8hrs
24-SAT						Off
25-SUN						Off
26-MON	8:00	12:03	12:31	5:02		8hrs
27-TUE	8:16	12:10	12:31	5:05	16mins	7hrs 44mins
28-WED	8:02	12:01	12:39	5:04	2mins	7hrs 58mins
29-THU	8:16	12:01	12:44	5:00	16mins	7hrs 44mins
30-FRI	8:05	12:06	12:46	5:04	5mins	7hrs 55mins

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.

  
**THELMA P. APAS**

VERIFIED as to prescribed office hours

  
**ELIZABETH S. QUEVEDO**

Department Head  
 Department of Pure and Applied Chemistry