

DAILY TIME RECORD**CERNA, MIZAE B.**

(NAME)

For the month of

June 1 - 30, 2023

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	8:13	12:00	12:03	5:08	13mins	7hrs 47mins
2-FRI						OB
3-SAT						Off
4-SUN						Off
5-MON	8:06	12:11	12:34	5:20	6mins	7hrs 54mins
6-TUE	8:18	12:07	12:09	5:02	18mins	7hrs 42mins
7-WED	8:12	12:30	12:31	5:11	12mins	7hrs 48mins
8-THU	7:44	12:05	12:25	5:07		8hrs
9-FRI	8:09	12:08	12:11	5:17	9mins	7hrs 51mins
10-SAT						Off
11-SUN						Off
12-MON						Holiday
13-TUE	8:00	12:22	12:23	5:09		8hrs
14-WED	8:04	12:05	12:09	8:01	4mins	7hrs 56mins
15-THU	8:23	12:27	12:31	5:09	23mins	7hrs 37mins
16-FRI	8:39	12:02	12:06	5:11	39mins	7hrs 21mins
17-SAT						Off
18-SUN						Off
19-MON	8:14	12:41	12:42	5:07	14mins	7hrs 46mins
20-TUE	8:08	12:09	12:11	5:06	8mins	7hrs 52mins
21-WED	8:15	12:23	12:26	5:07	15mins	7hrs 45mins
22-THU	8:26	12:16	12:20	5:10	26mins	7hrs 34mins
23-FRI	8:11	12:47	12:49	5:10	11mins	7hrs 49mins
24-SAT						Off
25-SUN						Off
26-MON	8:28	12:01	12:03	5:16	28mins	7hrs 32mins
27-TUE	8:19	12:30	12:48	5:17	19mins	7hrs 41mins
28-WED						Holiday
29-THU						SL
30-FRI	7:57	12:21	12:26	5:10		8hrs

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.

MIZAE B. CERNA

VERIFIED as to prescribed office hours

LILIAN B. NUÑEZ

Department Head

Institute for Strategic Research & Development Studies

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