

**DAILY TIME RECORD****FLORES, MA. ZAIDA A.**

(NAME)

For the month of

**April 1 - 30, 2023**

Official hours for arrival and departure

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

| Day    | AM   |       | PM    |      | T/U           | Total   |
|--------|------|-------|-------|------|---------------|---|
|        | IN   | OUT   | IN    | OUT  |               |   |
| 1-SAT  |      |       |       |      |               | Off   |
| 2-SUN  |      |       |       |      |               | Off   |
| 3-MON  | 7:37 | 12:24 | 12:38 | 5:01 |               | 8hrs  |
| 4-TUE  | 8:02 | 12:24 |       |      | 4hrs<br>2mins | 3hrs 58mins                                   |
| 5-WED  | 8:05 | 12:01 |       |      |               | 3hrs 55mins<br>SUSPENDED<br>12:00 pm 11:59 pm |
| 6-THU  |      |       |       |      |               | Holiday                                       |
| 7-FRI  |      |       |       |      |               | Holiday                                       |
| 8-SAT  |      |       |       |      |               | Off   |
| 9-SUN  |      |       |       |      |               | Off   |
| 10-MON |      |       |       |      |               | Holiday                                       |
| 11-TUE | 7:47 | 12:34 | 12:41 | 5:05 |               | 8hrs  |
| 12-WED | 7:51 | 12:29 | 12:37 | 5:10 |               | 8hrs  |
| 13-THU | 8:04 | 12:29 | 12:38 | 5:03 | 4mins         | 7hrs 56mins                                   |
| 14-FRI |      |       |       |      |               | SL  |
| 15-SAT |      |       |       |      |               | Off   |
| 16-SUN |      |       |       |      |               | Off   |
| 17-MON | 7:40 | 12:24 | 12:34 | 5:04 |               | 8hrs  |
| 18-TUE | 7:45 | 12:38 | 12:38 | 5:07 |               | 8hrs  |
| 19-WED | 8:09 | 12:23 | 12:31 | 5:03 | 9mins         | 7hrs 51mins                                   |
| 20-THU | 7:46 | 12:40 | 12:45 | 5:04 |               | 8hrs  |
| 21-FRI |      |       |       |      |               | Holiday                                       |
| 22-SAT |      |       |       |      |               | Off   |
| 23-SUN |      |       |       |      |               | Off   |
| 24-MON | 7:57 | 12:42 | 12:45 | 5:06 |               | 8hrs  |
| 25-TUE | 8:15 | 12:26 | 12:47 | 5:05 | 15mins        | 7hrs 45mins                                   |
| 26-WED | 7:36 | 12:26 | 12:38 | 5:02 |               | 8hrs  |
| 27-THU |      |       |       |      |               | VSU 99TH<br>ANNIVERSARY                       |
| 28-FRI |      |       |       |      |               | VSU 98TH<br>ANNIVERSARY                       |
| 29-SAT |      |       |       |      |               | Off   |
| 30-SUN |      |       |       |      |               | 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.

  
**MA. ZAIDA A. FLORES**

VERIFIED as to prescribed office hours

  
**ROMEL B. ARMECIN**

Department Head  
 National Abaca Research Center