

DAILY TIME RECORD**PALEN, MAY ANN E.**

(NAME)

For the month of

November 1 - 30, 2021

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	HOLIDAY					Absent
2-TUE	WFH					Absent
3-WED	WFH					Absent
4-THU	WFH					Absent
5-FRI	WFH					Absent
6-SAT						Off
7-SUN						Off
8-MON	HOLIDAY					Absent
9-TUE	WFH					Absent
10-WED	WFH					Absent
11-THU	WFH					Absent
12-FRI	WFH					Absent
13-SAT						Off
14-SUN						Off
15-MON	WFH					Absent
16-TUE	WFH					Absent
17-WED	WFH					Absent
18-THU	WFH					Absent
19-FRI	WFH					Absent
20-SAT						Off
21-SUN						Off
22-MON	8:00	12:00	1:00	5:00		Absent
23-TUE	7:00	12:00	1:00	5:36		Absent
24-WED	8:00	12:00	1:00	5:00		Absent
25-THU	7:40	12:30	12:50	5:16		Absent
26-FRI	8:00	12:16	12:50	5:00		Absent
27-SAT						Off
28-SUN						Off
29-MON	WFH					Absent
30-TUE	HOLIDAY					Absent

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.


MAY ANN E. PALEN

VERIFIED as to prescribed office hours

MA. THERESA P. LORETO

College Dean

Department of Pure and Applied Chemistry