

**DAILY TIME RECORD**  
**CERNA, MIZAE B.**  
(NAME)

For the month of  
**December 1 - 31, 2024**  
Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON						FL
3-TUE						SL
4-WED	7:53	12:08	12:29	5:25		8hrs
5-THU	8:22	12:37	12:46	7:13	22mins	7hrs 38mins
6-FRI	8:16	12:06	12:27	5:13	16mins	7hrs 44mins
7-SAT						Off
8-SUN						Off
9-MON	7:58	12:04	12:30	5:10		8hrs
10-TUE	8:26	12:21	12:39	5:14	26mins	7hrs 34mins
11-WED	8:26	12:09	12:13	5:21	26mins	7hrs 34mins
12-THU	8:17	12:02	12:03	5:13	17mins	7hrs 43mins
13-FRI	8:32	12:07	12:30	5:11	32mins	7hrs 28mins
14-SAT						Off
15-SUN						Off
16-MON	8:22	1:03			22mins	3hrs 38mins (SPL half day)
17-TUE	8:02	12:05	12:10	5:21	2mins	7hrs 58mins
18-WED	8:15	12:09	12:20	5:22	15mins	7hrs 45mins
19-THU	8:05	12:00	12:50	5:54	5mins	7hrs 55mins
20-FRI	8:16	12:02	12:34	5:31	16mins	7hrs 44mins
21-SAT						Off
22-SUN						Off
23-MON	8:20	12:10	12:37	5:00	20mins	7hrs 40mins
24-TUE						Holiday
25-WED						Holiday
26-THU						SPL
27-FRI						SPL
28-SAT						Off
29-SUN						Off
30-MON						Holiday
31-TUE						Holiday

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

**DAILY TIME RECORD**  
**DAYONDON, RHEA ANGELIE F.**  
(NAME)

For the month of  
**December 1 - 31, 2024**  
Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	7:56	12:03	12:08	5:12		8hrs
3-TUE	7:58	12:01	12:06	6:10		8hrs
4-WED			1:12	5:34	12mins	3hrs 48mins (SPL half day)
5-THU	7:56	12:01	12:24	7:56		8hrs
6-FRI	8:02	12:03	12:10	5:04	2mins	7hrs 58mins
7-SAT						Off
8-SUN						Off
9-MON	8:11	12:02	12:07	5:07	11mins	7hrs 49mins
10-TUE	8:17	12:10	12:33	5:06	17mins	7hrs 43mins
11-WED	7:55	12:02	12:08	5:04		8hrs
12-THU	7:58	12:01	12:03	5:06		8hrs
13-FRI						SL
14-SAT						Off
15-SUN						Off
16-MON	7:35	12:03	12:32	5:23		8hrs
17-TUE	8:25	12:05	12:34	5:04	25mins	7hrs 35mins
18-WED						FL
19-THU	7:34	12:00	12:51	6:39		8hrs
20-FRI						FL
21-SAT						Off
22-SUN						Off
23-MON						FL
24-TUE						Holiday
25-WED						Holiday
26-THU						FL
27-FRI						FL
28-SAT						Off
29-SUN						Off
30-MON						Holiday
31-TUE						Holiday

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.

  
**RHEA ANGELIE F. DAYONDON**

VERIFIED as to prescribed office hours

  
**LILIAN B. NUÑEZ**

Department Head  
Institute for Strategic Research & Development Studies

Date Generated: Jan/10/2025 08:09:10