

DAILY TIME RECORD**BELLEZAS, MARIA HAZEL I.**

(NAME)

For the month of

December 1 - 31, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU						CDO
2-FRI						CDO
3-SAT			12:55	4:43		3hrs 48mins
4-SUN						Off
5-MON	9:05	12:48	12:59	6:04	1hr 5mins	2hrs 55mins
6-TUE	9:23	12:43	12:52	5:51	1hr 23mins	6hrs 37mins
7-WED	9:00	12:40	12:49	6:22		1hr
8-THU						Holiday
9-FRI	10:00	12:44	12:51	6:15	2hrs	6hrs
10-SAT	10:03	12:23	12:43	5:17		6hrs 54mins
11-SUN						Off
12-MON	9:12	12:44	12:57	6:24	1hr 12mins	2hrs 48mins
13-TUE						CDO
14-WED						CDO
15-THU	9:22	12:56	1:00	6:04		4hrs
16-FRI	9:50	12:43	12:57	6:42	1hr 50mins	6hrs 10mins
17-SAT						Off
18-SUN						Off
19-MON	8:55	12:45	12:54	5:56	55mins	3hrs 5mins
20-TUE	9:44	12:38	12:52	6:00	1hr 44mins	6hrs 16mins
21-WED						CDO
22-THU						CDO
23-FRI	9:24	12:40	12:52	4:59	1hr 25mins	6hrs 35mins
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE						SL
28-WED						SL
29-THU						CDO
30-FRI						Holiday
31-SAT						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.


MARIA HAZEL I. BELLEZAS

VERIFIED as to prescribed office hours


MOISES NEIL V. SERINO

College Dean
 College of Management & Economics