

DAILY TIME RECORD **FLORENDO, ALFREDO D. JR.** (NAME)

For the month of
February 1 - 28, 2022
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED	4:25	10:31	1:22	5:25	1hr 51mins	6hrs 9mins
3-THU	4:36	10:33	1:28	5:30	5hrs 27mins	2hrs 33mins
4-FRI	4:28	10:30	1:25	5:30	8hrs	
5-SAT						Off
6-SUN						Off
7-MON	4:32	10:30	1:30	5:30	8hrs	
8-TUE	4:41	11:07	1:31	5:37	1hr 24mins	6hrs 36mins
9-WED	4:33	10:34	1:23	5:34	1hr 49mins	6hrs 11mins
10-THU	4:28	10:30	1:21	5:28	1hr 51mins	6hrs 9mins
11-FRI	4:25	10:30	1:25	5:22	1hr 55mins	6hrs 5mins
12-SAT						Off
13-SUN						Off
14-MON	4:28	10:30	1:28	5:30	5hrs 30mins	2hrs 30mins
15-TUE	4:26	10:35	1:29	5:31	1hr 54mins	6hrs 6mins
16-WED	4:28	10:30	1:30	5:23	4hrs 30mins	3hrs 30mins
17-THU	4:28	10:30	1:23	5:30	5hrs 30mins	2hrs 30mins
18-FRI	4:28	10:30	1:25	5:31	1hr 55mins	6hrs 5mins
19-SAT						Off
20-SUN						Off
21-MON	4:29	10:30	1:28	5:30	5hrs 30mins	2hrs 30mins
22-TUE	4:25	10:36	1:26	5:36	1hr 50mins	6hrs 10mins
23-WED	4:54	10:30	1:16	5:54	1hr 46mins	6hrs 14mins
24-THU	4:32	10:30	1:25	5:30	5hrs 30mins	2hrs 30mins
25-FRI	5:20	10:30	1:30	5:30		Absent
26-SAT						Off
27-SUN						Off
28-MON	4:33	10:30	1:12	5:42	1hr 42mins	6hrs 18mins

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.


ALFREDO D. FLORENDO JR.

VERIFIED as to prescribed office hours

BEATRIZ S. BELONIAS

Vice President
 Office of the Vice President for Academic Affairs