

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

For the month of
January 1 - 31, 2022
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	9:00	1:30	1:32	5:24	4hrs 32mins	3hrs 28mins
4-TUE	4:26	1:30	1:27	5:30	4hrs 27mins	3hrs 33mins
5-WED	4:29	10:26	1:21	5:21	1hr 55mins	6hrs 5mins
6-THU	4:30	10:31	1:26	5:30	5hrs 29mins	2hrs 31mins
7-FRI	4:28	10:30	1:25	5:30	8hrs	
8-SAT						Off
9-SUN						Off
10-MON	5:09	10:31	1:22	5:30	5hrs 29mins	2hrs 31mins
11-TUE	4:36	10:30	1:25	5:30	8hrs	
12-WED	4:32	10:30	1:30	5:30	8hrs	
13-THU	4:42	10:32	1:21	5:30	5hrs 28mins	2hrs 32mins
14-FRI	4:35	10:31	1:19	5:30	5hrs 29mins	2hrs 31mins
15-SAT						Off
16-SUN						Off
17-MON	4:29	10:24	1:17	5:30	5hrs 36mins	2hrs 24mins
18-TUE	4:27		1:21	5:27	4hrs 21mins	3hrs 39mins
19-WED	4:29	10:30	1:22	5:35	1hr 52mins	6hrs 8mins
20-THU	4:25	10:26	1:29	5:30	5hrs 34mins	2hrs 26mins
21-FRI	4:26	10:30	1:25	5:30	8hrs	
22-SAT						Off
23-SUN						Off
24-MON	4:28	10:30	1:30	5:24	8hrs	
25-TUE	4:27	10:30	1:30	5:36	8hrs	
26-WED	4:27	10:30	1:23	5:30	5hrs 30mins	2hrs 30mins
27-THU	4:36	10:30	1:30	5:30	8hrs	
28-FRI	4:56	10:30	1:29	5:30	8hrs	
29-SAT						Off
30-SUN						Off
31-MON	4:30	10:30	1:30	5:30	8hrs	

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