

DAILY TIME RECORD **SUGANO, SARAH JEAN C.** (NAME)

For the month of
May 1 - 31, 2022
 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 | 8:00 | 12:00 | 1:00 | 5:10 | | 8hrs |
| 3-TUE | | | | | | Holiday |
| 4-WED | | | | | | |
| 5-THU | 6:57 | 12:02 | 12:50 | 5:06 | | 8hrs |
| 6-FRI | | | | | | |
| 7-SAT | | | | | | Off |
| 8-SUN | | | | | | Off |
| 9-MON | | | | | | Holiday |
| 10-TUE | 7:05 | 12:03 | 12:53 | 5:04 | | 8hrs |
| 11-WED | 8:00 | 12:10 | 12:55 | 5:03 | | 8hrs |
| 12-THU | 6:56 | 12:10 | 12:41 | 5:02 | | 8hrs |
| 13-FRI | 8:04 | 12:08 | 12:52 | 5:00 | | 8hrs |
| 14-SAT | | | | | | Off |
| 15-SUN | | | | | | Off |
| 16-MON | 7:58 | 12:08 | 12:50 | 5:10 | | 8hrs |
| 17-TUE | 7:10 | 12:08 | 12:46 | 5:00 | | 8hrs |
| 18-WED | 7:58 | 12:05 | 1:01 | 5:03 | | 8hrs |
| 19-THU | 7:22 | 12:00 | 12:52 | 5:02 | | 8hrs |
| 20-FRI | 8:04 | 12:08 | 12:41 | 5:03 | | 8hrs |
| 21-SAT | | | | | | Off |
| 22-SUN | | | | | | Off |
| 23-MON | 7:49 | 12:01 | 12:52 | 5:07 | | 8hrs |
| 24-TUE | 7:33 | 12:10 | 12:59 | 5:04 | | 8hrs |
| 25-WED | 7:58 | 12:14 | 12:52 | 5:06 | | 8hrs |
| 26-THU | 6:56 | 12:06 | 12:48 | 5:07 | | 8hrs |
| 27-FRI | 8:01 | 12:08 | 12:49 | 5:03 | | 8hrs |
| 28-SAT | | | | | | Off |
| 29-SUN | | | | | | Off |
| 30-MON | 8:07 | 12:03 | 12:39 | 5:54 | | 8hrs |
| 31-TUE | 7:56 | 12:12 | 12:56 | 5:03 | | 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.


SARAH JEAN C. SUGANO

VERIFIED as to prescribed office hours


MA. THERESA P. LORETO

Department Head
 Director, Advance Research and Innovation Center