

DAILY TIME RECORD

LINA SUZETTE B.

(NAME)

For the month of

December 1 - 31, 2021

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	8:13	11:59	1:05	5:03		
2-THU	8:18	12:10	1:00	5:06		
3-FRI	8:05	12:00	1:03	5:00		
4-SAT						Off
5-SUN						Off
6-MON	8:17	12:10	1:08	5:15		
7-TUE	7:10	12:05	1:00	5:00		
8-WED	Non-Working Holiday					
9-THU	8:11	12:10	1:06	5:05		
10-FRI	Compensatory Day Off					
11-SAT						Off
12-SUN						Off
13-MON	Compensatory Day Off					
14-TUE	7:12	12:05	1:08	5:05		
15-WED			Work suspended due to typhoon Odette			
16-THU	Work suspended due to typhoon Odette					
17-FRI	Work suspended due to typhoon Odette					
18-SAT						Off
19-SUN						Off
20-MON	8:06	12:09	1:05	5:10		
21-TUE	8:01	12:00	1:06	5:05		
22-WED	8:19	12:05	1:00	5:08		
23-THU	Compensatory Day Off					
24-FRI	Compensatory Day Off					
25-SAT						Off
26-SUN						Off
27-MON	Compensatory Day Off					
28-TUE	CDO					
29-WED	CDO					
30-THU	Rizal Day					Holiday
31-FRI	CDO					

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.

SUZETTE B. LINA

VERIFIED as to prescribed office hours

VICTOR B. ASIO

College Dean
College of Agricultural & Food Science