

DAILY TIME RECORD
CERNA, MIZAE B.
(NAME)

For the month of
August 1 - 31, 2024
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU						SL
2-FRI						SL
3-SAT						Off
4-SUN						Off
5-MON	7:56	12:12	12:44	5:25		8hrs
6-TUE	8:09	12:23	12:24	5:21	9mins	7hrs 51mins
7-WED	8:07	12:01	12:25	5:17	7mins	7hrs 53mins
8-THU	8:17	12:13	12:35	5:15	17mins	7hrs 43mins
9-FRI	8:19	12:03	12:05	5:27	19mins	7hrs 41mins
10-SAT						Off
11-SUN						Off
12-MON	8:06	12:06	12:12	5:34	6mins	7hrs 54mins
13-TUE	8:13	12:07	12:30	5:16	13mins	7hrs 47mins
14-WED	7:48	12:09	12:30	5:06		8hrs
15-THU	8:16	12:25	12:33	5:21	16mins	7hrs 44mins
16-FRI	7:48	12:00	12:04	5:20		8hrs
17-SAT						Off
18-SUN						Off
19-MON	7:56	12:31	12:32	5:10		8hrs
20-TUE	8:02	12:24	12:26	5:19	2mins	7hrs 58mins
21-WED	8:03	12:06	12:08	5:11	3mins	7hrs 57mins
22-THU	8:04	12:08	12:09	5:15	4mins	7hrs 56mins
23-FRI						Holiday
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE	8:02	12:18	12:22	5:19	2mins	7hrs 58mins
28-WED	8:11	12:34	12:36	5:25	11mins	7hrs 49mins
29-THU	8:04	12:02	12:04	5:20	4mins	7hrs 56mins
30-FRI	8:16	12:05	12:06	5:19	16mins	7hrs 44mins
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.

MIZAE B. CERNA

VERIFIED as to prescribed office hours

LILIAN B. NUÑEZ

Department Head
Institute for Strategic Research & Development Studies

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