

DAILY TIME RECORD
POGADO, FRETZELJANE O.
(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	8:05	12:15	12:50	5:10		Absent
2-THU	8:00	LEAVE				Absent
3-FRI	7:55	12:18	12:55	5:11		Absent
4-SAT						Off
5-SUN						Off
6-MON	8:00	12:15	12:50	5:00		Absent
7-TUE	8:06	12:00	1:00	5:00		Absent
8-WED	8:00	12:00	1:00	5:00		Absent
9-THU	8:00	12:15	12:30	5:00		Absent
10-FRI	10:00	12:00	12:15	5:00		Absent
11-SAT						Off
12-SUN						Off
13-MON	Work from home					Absent
14-TUE	8:00	12:00	12:55	5:10		Absent
15-WED	7:55	12:00	1:00	5:15		Absent
16-THU	8:00	12:00	12:55	5:00		Absent
17-FRI	8:00	12:00	1:00	5:00		Absent
18-SAT						Off
19-SUN						Off
20-MON	Leave					Absent
21-TUE	Leave					Absent
22-WED	Leave					Absent
23-THU	Leave					Absent
24-FRI	Leave					Absent
25-SAT						Off
26-SUN						Off
27-MON	Leave					Absent
28-TUE	8:00	12:00	12:55	5:10		Absent
29-WED	Leave					Absent
30-THU	Leave					Absent
31-FRI	Leave					Absent

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.


FRETZELJANE O. POGADO

VERIFIED as to prescribed office hours


ANALYN M. MAZO
Department Head
Department of Biological Sciences

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19-SUN						Off
20-MON	Leave					Absent
21-TUE	Leave					Absent
22-WED	Leave					Absent
23-THU	Leave					Absent
24-FRI	Leave					Absent
25-SAT						Off
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