

DAILY TIME RECORD
CERNA, MIZAE B.
(NAME)

For the month of
June 1 - 30, 2024
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	8:12	12:16	12:18	5:19	12mins	7hrs 48mins
4-TUE	7:51	12:02	12:22	5:09		8hrs
5-WED	8:09	12:00	12:23	5:33	9mins	7hrs 51mins
6-THU	8:17	12:09	12:11	5:07	17mins	7hrs 43mins
7-FRI	8:26	12:18	12:21	5:16	26mins	7hrs 34mins
8-SAT						Off
9-SUN						Off
10-MON	7:36	12:04	12:12	5:13		8hrs
11-TUE	8:17	12:14	12:16	5:16	17mins	7hrs 43mins
12-WED						Holiday
13-THU	7:46	12:00	12:27	5:11		8hrs
14-FRI	8:05	12:10	12:45	5:15	5mins	7hrs 55mins
15-SAT						Off
16-SUN						Off
17-MON						Holiday
18-TUE						SL
19-WED	8:10	12:07	12:39	5:03	10mins	7hrs 50mins
20-THU	7:57	12:02	12:25	5:25		8hrs
21-FRI	7:57	12:02	12:06	5:12		8hrs
22-SAT						Off
23-SUN						Off
24-MON	7:55	12:05	12:07	5:09		8hrs
25-TUE	8:03	12:09	12:11	5:07	3mins	7hrs 57mins
26-WED	8:15	12:02	12:07	5:04	15mins	7hrs 45mins
27-THU	7:47	12:05	12:29	5:00		8hrs
28-FRI	8:07	12:04	12:08	5:22	7mins	7hrs 53mins
29-SAT						Off
30-SUN						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. NUNEZ

Department Head
Institute for Strategic Research & Development Studies

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