

DAILY TIME RECORD**CAPARAS, MERRY JEAN A.**

(NAME)

For the month of

June 1 - 30, 2023

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	7:52	12:35			4hrs	4hrs
2-FRI					SL	
3-SAT					Off	
4-SUN					Off	
5-MON	7:42	12:02	12:05	7:16		8hrs
6-TUE	8:30	12:04	12:06	5:47	30mins	7hrs 30mins
7-WED	7:55	12:06	12:21	8:01		8hrs
8-THU	7:53	12:39	12:42	5:40		8hrs
9-FRI	8:03	12:04	12:41	5:32	3mins	7hrs 57mins
10-SAT					Off	
11-SUN					Off	
12-MON					Holiday	
13-TUE	8:01	12:11	12:31	7:33	1min	7hrs 59mins
14-WED	8:10	12:22	12:42	5:00	10mins	7hrs 50mins
15-THU	7:57	12:07	12:42	5:19		8hrs
16-FRI	7:55	12:02	12:27	5:12		8hrs
17-SAT					Off	
18-SUN					Off	
19-MON					SL	
20-TUE	7:43	12:04	12:23	7:22		8hrs
21-WED	7:39	12:28	12:29	6:58		8hrs
22-THU	7:54	12:17	12:18	6:54		8hrs
23-FRI	7:56	12:04	12:51	5:31		8hrs
24-SAT					Off	
25-SUN					Off	
26-MON	7:53	12:53	12:55	5:46		8hrs
27-TUE	7:49	12:00	12:01	6:22		8hrs
28-WED					Holiday	
29-THU	7:55	12:15	12:22	6:22		8hrs
30-FRI	7:50	12:28	12:43	7:09		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.



MERRY JEAN A. CAPARAS

VERIFIED as to prescribed office hours



LILIAN B. NUÑEZ

Department Head

Institute for Strategic Research & Development Studies

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