

DAILY TIME RECORD
ANDAN, CHARLIE S.

(NAME)

For the month of
November 1 - 30, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED	8:15	12:25	12:27	5:10		8hrs
3-THU	8:09	12:15	12:16	5:14		8hrs
4-FRI	8:04	12:08	12:10	6:10		8hrs
5-SAT						Off
6-SUN						Off
7-MON	8:24	12:36	12:38	5:15		8hrs
8-TUE	8:24	12:46	12:48	7:27		8hrs
9-WED	7:55	12:16	12:17	5:12		8hrs
10-THU	8:39	12:51	12:52	5:25	39mins	7hrs 21mins
11-FRI	8:28	12:29	12:31	5:12	28mins	7hrs 32mins
12-SAT						Off
13-SUN						Off
14-MON	7:45	12:17	12:18	5:04		8hrs
15-TUE	8:41	12:41	12:42	5:05	41mins	7hrs 19mins
16-WED	8:34	12:57	12:59	5:28	34mins	7hrs 26mins
17-THU	8:05	12:06	12:07	5:07	5mins	7hrs 55mins
18-FRI						SUSPENDED 12:00 pm 7:00 pm
19-SAT						Off
20-SUN						Off
21-MON	7:49	12:10	12:12	5:24		8hrs
22-TUE	8:23	12:26	12:27	5:05	23mins	7hrs 37mins
23-WED	12:55	12:50	12:55	6:38		8hrs
24-THU	8:41	12:55	12:57	5:05	41mins	7hrs 19mins
25-FRI	8:17	12:31	12:35	6:34	17mins	7hrs 43mins
26-SAT						Off
27-SUN						Off
28-MON	8:00	12:05	12:07	5:02		8hrs
29-TUE	8:38	1:03	1:04	5:12	39mins	7hrs 21mins
30-WED						Holiday

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.

CHARLIE S. ANDAN

VERIFIED as to prescribed office hours

JANNET C. BENCURE

College Dean
College of Engineering and Technology

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