

DAILY TIME RECORD

SARAH JEAN C. SUGANO

(Name)

For the Month of DECEMBER 2021

Official hours for arrival: Regular Day _____

and departure Saturdays

Day	A.M.		P.M.		Undertime	
	Arrival	Depar	Arrival	Depar	Hour	Min
1.	8:00	12:00	1:00	5:00		
2.	8:00	12:00	1:00	5:00		
3.	8:00	12:00	1:00	5:00		
4.	SATURDAY					
5.	SUNDAY					
6.	8:00	12:00	1:00	5:00		
7.	8:00	12:00	1:00	5:00		
8.	HOLIDAY					
9.	8:00	12:00	1:00	5:00		
10.	WORK FROM HOME					
11.	SATURDAY					
12.	SUNDAY					
13.	} WORK FROM HOME					
14.						
15.	} WORK SUSPENDED					
16.						
17.	} SATURDAY					
18.						
19.	} SUNDAY					
20.						
21.	} FORCED LEAVE					
22.						
23.	} FORCED LEAVE					
24.						
25.	SATURDAY					
26.	SUNDAY					
27.	FORCED LEAVE					
28.	} CALAMITY LEAVE					
29.						
30.	HOLIDAY					
31.	CALAMITY LEAVE					

I certify on my honor that the above is a true correct reports of the hours of work performed, record of which was made daily at the time of arrival at and departure from office.

SARAH JEAN C. SUGANO

Verified to the prescribed office hours.

MA. THERESA P. LORETO

Director, Advanced Research and Innovation Center