

**DAILY TIME RECORD****DELIMA, GINA A.**

(NAME)

For the month of  
**October 1 - 31, 2023**  
 Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	8:00	12:00	1:00	5:00		8hrs
3-TUE	7:49	12:27	12:42	5:21		8hrs
4-WED						VSU-FAN GENERAL ASSEMBLY
5-THU	7:36	12:34	12:35	5:25		8hrs
6-FRI	7:53	12:33	12:36	5:21		8hrs
7-SAT						Off
8-SUN						Off
9-MON	8:11	12:04	12:06	5:11	11mins	7hrs 49mins
10-TUE	7:52	12:29	12:32	5:29		9hrs 34mins
11-WED	7:34	12:07	12:48	5:29		9hrs 14mins
12-THU	7:26	12:25	12:26	5:23		9hrs 56mins
13-FRI	7:43	12:14	12:15	5:27		9hrs 43mins
14-SAT						Off
15-SUN						Off
16-MON	8:05	12:10	12:12	5:44		9hrs 37mins
17-TUE	8:13	12:17	12:18	5:24	13mins	7hrs 47mins
18-WED	7:59	12:38	12:55	5:43		8hrs
19-THU	7:45	12:07	12:31	5:16		8hrs
20-FRI						Holiday
21-SAT						Off
22-SUN						Off
23-MON	8:00	12:43	12:45	5:44		8hrs
24-TUE						SL
25-WED	7:33	12:16	12:40	5:19		8hrs
26-THU						CDO
27-FRI	7:25	12:35	12:36	5:19		8hrs
28-SAT						Off
29-SUN						Off
30-MON						Holiday
31-TUE	8:00	12:00	1:00	5:00		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.

  
**GINA A. DELIMA**

VERIFIED as to prescribed office hours

**LILIAN B. NUÑEZ**

Department Head  
 Institute for Strategic Research & Development Studies

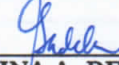
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