

DAILY TIME RECORD**SUGANO, SARAH JEAN C.**

(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	8:00	12:12	12:12	5:11		8hrs
3-THU	7:01	12:38	12:38	5:17		8hrs
4-FRI	7:51	12:01	1:14	5:06		8hrs
5-SAT						Off
6-SUN						Off
7-MON	7:38	12:14	12:14	5:10		8hrs
8-TUE	7:48	12:04	12:43	5:27		8hrs
9-WED	7:58	12:27	1:06	5:17	6mins	7hrs 54mins
10-THU	7:06	12:34	12:34	5:05		8hrs
11-FRI	8:01	12:21	12:21	5:13	1min	7hrs 59mins
12-SAT						Off
13-SUN						Off
14-MON	7:55	12:48	12:48	5:13		8hrs
15-TUE	8:01	12:07	12:07	5:08	1min	7hrs 59mins
16-WED	7:59	12:15	12:15	5:19		8hrs
17-THU	7:53	12:30	12:30	4:56	4mins	7hrs 56mins
18-FRI	8:39	12:17	1:00	7:00	39mins	7hrs 21mins SUSPENDED 1:00 pm 7:00 pm
19-SAT						Off
20-SUN						Off
21-MON	7:42	12:20	12:20	5:37		8hrs
22-TUE	7:05	11:58	11:59	5:41	1min	7hrs 59mins
23-WED	8:00	12:35	12:35	5:10		8hrs
24-THU						Absent
25-FRI						Absent
26-SAT						Off
27-SUN						Off
28-MON	8:00	12:44	12:44	5:06		8hrs
29-TUE	7:01	12:06	12:06	8:59		8hrs
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.



SARAH JEAN C. SUGANO

VERIFIED as to prescribed office hours



MA. THERESA P. LORETO

Department Head
Advanced Research and Innovation Center