

**DAILY TIME RECORD****MEJIA, HANZEL N.**

(NAME)

For the month of

**April 1 - 30, 2024**

Official hours for arrival and departure

**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Absent
2-TUE						Absent
3-WED	8:12	12:46	12:57	5:42	12mins	7hrs 48mins
4-THU	7:00	12:07	12:13	5:10		8hrs
5-FRI		12:00	12:54	6:24	4hrs	4hrs
6-SAT						Off
7-SUN						Off
8-MON	7:36	12:00	12:10	5:29		8hrs
9-TUE						Holiday
10-WED						Holiday
11-THU	8:58	12:00	12:15	5:30	58mins	7hrs 2mins
12-FRI	8:00	12:08	12:11	5:28		8hrs
13-SAT						Off
14-SUN						Off
15-MON	7:05	12:08	12:25	7:04		8hrs
16-TUE						FL
17-WED						SLP
18-THU						SLP
19-FRI						SLP
20-SAT						Off
21-SUN						Off
22-MON						VSU CENTENNIAL ANNIVERSARY CELEBRATION
23-TUE						VSU CENTENNIAL ANNIVERSARY CELEBRATION
24-WED						VSU CENTENNIAL ANNIVERSARY CELEBRATION
25-THU						VSU CENTENNIAL ANNIVERSARY CELEBRATION
26-FRI						VSU CENTENNIAL ANNIVERSARY CELEBRATION
27-SAT						VSU CENTENNIAL ANNIVERSARY CELEBRATION
28-SUN						VSU CENTENNIAL ANNIVERSARY CELEBRATION
29-MON						VSU CENTENNIAL ANNIVERSARY CELEBRATION
30-TUE						VSU CENTENNIAL ANNIVERSARY CELEBRATION

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.


  
**HANZEL N. MEJIA**

VERIFIED as to prescribed office hours


  
**JOHN CHRISTIAN L. GAVIOLA**

Department Head  
Department of Civil Engineering