

## DAILY TIME RECORD

Donna Christene Q. Ramos

(Name)

For the Month of April 2022

Official hours for arrival: Regular Day

and departure Saturdays

Day	A.M.		P.M.		Undertime	
	Arrival	Depar	Arrival	Depar	Hour	Min
1.	8:00	12:05	1:00	5:00		
2.	Saturday					
3.	Sunday					
4.	7:00	1:00	1:00	5:10		
5.	8:00	12:15	1:00	5:00		
6.	7:00	1:00	1:00	5:00		
7.	8:00	12:00	1:00	5:15		
8.	8:00	12:00	12:55	5:00		
9.	Saturday					
10.	Sunday					
11.	Work Suspension due to TS Agaton as per EO No. 139					
12.	Work Suspension due to TS Agaton as declared by VSU President					
13.	Work Suspension due to TS Agaton as declared by VSU President					
14.	Holiday - Maundy Thursday					
15.	Holiday - Good Friday					
16.	Saturday					
17.	Sunday					
18.	7:00	1:00	1:00	5:00		
19.	8:00	12:00	1:00	5:00		
20.	6:55	1:00	1:00	5:05		
21.	8:00	12:15	1:00	5:10		
22.	8:00	12:05	1:00	5:15		
23.	Saturday					
24.	Sunday					
25.	7:00	1:00	1:00	5:00		
26.	Calamity Leave Per OP Memo Circular # 47 s. 2022					
27.	7:00	1:00	1:00	5:15		
28.	8:00	12:05	1:00	5:10		
29.	Calamity Leave Per OP Memo Circular # 47 s. 2022					
30.	Saturday					
31.	Sunday					

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.

DONNA CHRISTENE Q. RAMOS

Verified to the prescribed office hours.

KYZA MAE M. RAMONEDA  
OIC-Head, Biotechnology