

DAILY TIME RECORD**SUGANOB, CARLITO O.**

(NAME)

For the month of

January 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 | | | | | | Holiday |
| 3-TUE | 7:44 | 12:13 | 12:50 | 5:18 | | 8hrs |
| 4-WED | 7:53 | 12:15 | 12:59 | 5:01 | | 8hrs |
| 5-THU | 7:51 | 12:01 | 12:39 | 8:21 | | 8hrs |
| 6-FRI | 7:55 | 12:02 | 12:52 | 5:05 | | 8hrs |
| 7-SAT | | | | | | Off |
| 8-SUN | | | | | | Off |
| 9-MON | 7:04 | 12:05 | 1:00 | 5:00 | | 8hrs |
| 10-TUE | 8:00 | 12:01 | 1:00 | 5:00 | | 8hrs |
| 11-WED | 7:45 | 12:57 | 1:02 | 5:03 | 2mins | 7hrs 58mins |
| 12-THU | 7:50 | 12:11 | 12:57 | 5:09 | | 8hrs |
| 13-FRI | 6:51 | 12:04 | 1:00 | 5:00 | | 8hrs |
| 14-SAT | | | | | | Off |
| 15-SUN | | | | | | Off |
| 16-MON | 6:56 | 12:01 | 1:07 | 5:04 | 7mins | 7hrs 53mins |
| 17-TUE | 7:52 | 12:02 | 12:54 | 5:22 | | 8hrs |
| 18-WED | 7:03 | 12:01 | 12:54 | 5:06 | | 8hrs |
| 19-THU | 7:44 | 12:00 | 12:50 | 7:25 | | 8hrs |
| 20-FRI | 7:40 | 12:03 | 1:00 | 5:00 | | 8hrs |
| 21-SAT | | | | | | Off |
| 22-SUN | | | | | | Off |
| 23-MON | 7:30 | 12:08 | 12:54 | | 4hrs | 4hrs |
| 24-TUE | 7:48 | 12:50 | 12:58 | 5:03 | | 8hrs |
| 25-WED | 7:46 | Chinese New Year | | | 8hrs | |
| 26-THU | 7:55 | 12:00 | 1:09 | 5:03 | 9mins | 7hrs 51mins |
| 27-FRI | 8:00 | 12:00 | 1:00 | 5:00 | | 8hrs |
| 28-SAT | | | | | | Off |
| 29-SUN | | | | | | Off |
| 30-MON | 7:59 | 12:00 | 1:00 | 5:00 | | 8hrs |
| 31-TUE | 7:27 | 12:34 | 12:36 | 5:28 | | 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.



CARLITO O. SUGANOB

VERIFIED as to prescribed office hours



ZYRA MAY H. CENTINO

Department Head
Department of Economics