

**DAILY TIME RECORD****CERNA, MIZAE B.**

(NAME)

For the month of  
**October 1 - 31, 2024**Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	7:42	12:23	12:25	5:10		8hrs
2-WED	7:59	12:00	12:21	5:34		8hrs
3-THU	8:19	12:07	12:10	5:14	19mins	7hrs 41mins
4-FRI	8:05	12:27	12:48	5:31	5mins	7hrs 55mins
5-SAT						Off
6-SUN						Off
7-MON	7:55	12:32	12:34	5:23		8hrs
8-TUE	8:09	12:14	12:17	5:19	9mins	7hrs 51mins
9-WED	8:01	12:18	12:45	5:19	1min	7hrs 59mins
10-THU	7:56	12:01	12:19	5:17		8hrs
11-FRI	8:14	12:10	12:12	5:27	14mins	7hrs 46mins
12-SAT						Off
13-SUN						Off
14-MON						SL
15-TUE	7:53	12:04	12:22	5:17		8hrs
16-WED	8:03	12:01	12:04	5:14	3mins	7hrs 57mins
17-THU	7:53	12:07	12:34	7:25		8hrs
18-FRI	8:00	12:43	12:49	5:18		8hrs
19-SAT						Off
20-SUN						Off
21-MON	7:35	12:21	12:23	5:06		8hrs
22-TUE						SUSPENDED 7:00 am 11:59 pm
23-WED	8:00	12:10	12:15	5:20		8hrs
24-THU	7:54	12:03	12:06	5:16		8hrs
25-FRI						SL
26-SAT						Off
27-SUN						Off
28-MON	8:00	12:00	12:30	5:00		2024 INTRAMURAL GAMES
29-TUE	8:05	12:00	12:30	5:00		2024 INTRAMURAL GAMES
30-WED	8:10	12:00	12:30	5:00		2024 INTRAMURAL GAMES
31-THU	8:15	12:05				3hrs 45mins SUSPENDED 12:00 pm 11:59 pm

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.



**MIZAE B. CERNA**

VERIFIED as to prescribed office hours



**LILIAN B. NUNEZ**

Department Head

Institute for Strategic Research &amp; Development Studies

Date Generated: Nov/05/2024 10:27:08

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