

**DAILY TIME RECORD**  
**AURE, MA. RACHEL KIM L.**  
 (NAME)

For the month of  
**January 1 - 31, 2022**  
 Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	8:00	12:00	1:00	5:00		
4-TUE	8:00	12:00	1:00	5:00		
5-WED	8:00	12:00	1:00	5:00		
6-THU	8:00	12:00	1:00	5:00		
7-FRI	8:00	12:00	1:00	5:00		
8-SAT						Off
9-SUN						Off
10-MON	8:00	12:00	1:00	5:00		
11-TUE	8:00	12:00	1:00	5:00		
12-WED	8:00	12:00	1:00	5:00		
13-THU	8:00	12:00	1:00	5:00		
14-FRI			Leave			
15-SAT						Off
16-SUN						Off
17-MON			Leave			
18-TUE	8:00	12:00	1:00	5:00		
19-WED	8:00	12:00	1:00	5:00		
20-THU	8:00	12:00	1:00	5:00		
21-FRI	8:00	12:00	1:00	5:00		
22-SAT						Off
23-SUN						Off
24-MON						
25-TUE						
26-WED						
27-THU						
28-FRI	8:00	12:00	1:00	5:00		
29-SAT						Off
30-SUN						Off
31-MON	8:00	12:00	1:00	5:00		

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.

  
**MA. RACHEL KIM L. AURE**

VERIFIED as to prescribed office hours

  
**BEATRIZ S. BELONIAS**  
 VP for Academic Affairs