

**DAILY TIME RECORD**  
**ANDAN, CHARLIE S.**  
(NAME)

For the month of  
**April 1 - 30, 2022**  
Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:45	12:00	12:50	5:00		Absent
2-SAT						Off
3-SUN						Off
4-MON	6:50	12:00	12:50	5:00		Absent
5-TUE	7:50	12:00	12:50	5:00		Absent
6-WED	6:55	12:00	12:50	5:00		Absent
7-THU	7:40	12:00	12:50	5:00		Absent
8-FRI	8:00	12:00	12:50	5:00		Absent
9-SAT						Off
10-SUN						Off
11-MON	Class Suspension					Absent SUSPENDED 8:00 am 5:00 pm
12-TUE						Absent SUSPENDED 8:00 am 5:00 pm
13-WED	Class Suspension					Absent SUSPENDED 8:00 am 5:00 pm
14-THU						Holiday
15-FRI	Holiday					Holiday
16-SAT						Off
17-SUN						Off
18-MON	6:58	12:00	12:50	5:00		Absent
19-TUE	7:55	12:00	12:50	5:00		Absent
20-WED	7:00	12:00	12:50	5:00		Absent
21-THU	7:50	12:00	12:50	5:00		Absent
22-FRI	8:00	12:00	12:50	5:00		Absent
23-SAT						Off
24-SUN						Off
25-MON	7:00	12:00	12:50	5:00		Absent
26-TUE	7:58	12:00	12:50	5:00		Absent
27-WED	7:00	12:00	12:50	5:00		Absent
28-THU	On-leave					Absent
29-FRI						Absent
30-SAT						Off

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.

**CHARLIE S. ANDAN**

VERIFIED as to prescribed office hours

**JANNET C. BENCURE**  
College Dean  
College of Engineering and Technology

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