

# DAILY TIME RECORD

## SUGANO, SARAH JEAN C.

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	8:20	12:11	12:52	5:05		8hrs
2-FRI	8:05	12:06	1:08	5:07		8hrs
3-SAT						Off
4-SUN						Off
5-MON	7:58	12:46	12:58	5:12		8hrs
6-TUE	7:59	12:10	12:56	5:19		8hrs
7-WED	8:04	12:05	12:30	5:09		8hrs
8-THU	7:52	12:13	12:57	5:12		8hrs
9-FRI	8:09	12:33	12:41	5:12		8hrs
10-SAT						Off
11-SUN						Off
12-MON	7:47	12:56	12:57	5:09		8hrs
13-TUE	7:49	12:04	12:39	5:07		8hrs
14-WED	7:52	12:18	1:00	5:08		8hrs
15-THU	7:55	12:04	12:46	5:13		8hrs
16-FRI	7:58	12:11	1:00	5:10		8hrs
17-SAT						Off
18-SUN						Off
19-MON	7:52	12:13	1:01	5:11		8hrs
20-TUE	6:51	12:16	12:55	5:05		8hrs
21-WED	8:00	12:09	12:45	5:05		8hrs
22-THU	6:51	12:43	12:43	5:06		8hrs
23-FRI	7:43	12:45	12:45	5:00		8hrs
24-SAT						Off
25-SUN						Off
26-MON	7:34	12:32	12:37	5:13		8hrs
27-TUE	6:42	12:25	12:25	5:03		8hrs
28-WED	7:56	12:24	12:25	5:06		8hrs
29-THU	6:51	12:24	1:07	5:11		8hrs
30-FRI	7:52	12:12	12:17	5:04		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.

  
**SARAH JEAN C. SUGANO**

VERIFIED as to prescribed office hours

  
**MA. THERESA P. LORETO**

Department Head  
 Advanced Research and Innovation Center