

**DAILY TIME RECORD****CAPARAS, MERRY JEAN A.**

(NAME)

For the month of  
**December 1 - 31, 2023**  
 Official hours for arrival and departure  
**8:00AM - 5:00PM**

| Day    | AM   |       | PM    |      | T/U    | Total       |
|--------|------|-------|-------|------|--------|-------------|
|        | IN   | OUT   | IN    | OUT  |        |             |
| 1-FRI  | 8:00 | 12:50 | 12:51 | 5:39 |        | 8hrs        |
| 2-SAT  |      |       |       |      |        | Off         |
| 3-SUN  |      |       |       |      |        | Off         |
| 4-MON  | 8:13 | 12:03 | 12:04 | 6:20 | 13mins | 7hrs 47mins |
| 5-TUE  | 8:00 | 12:29 | 12:30 | 5:23 |        | 8hrs        |
| 6-WED  | 8:01 | 12:08 | 12:09 | 5:05 | 1min   | 7hrs 59mins |
| 7-THU  | 8:00 | 12:03 | 12:05 | 5:26 |        | 8hrs        |
| 8-FRI  |      |       |       |      |        | Holiday     |
| 9-SAT  |      |       |       |      |        | Off         |
| 10-SUN |      |       |       |      |        | Off         |
| 11-MON | 8:50 | 12:01 | 12:02 | 5:15 | 50mins | 7hrs 10mins |
| 12-TUE | 7:58 | 12:02 | 12:03 | 6:05 |        | 8hrs        |
| 13-WED |      |       |       |      |        | SL          |
| 14-THU | 7:53 | 12:08 | 12:13 | 5:05 |        | 8hrs        |
| 15-FRI | 6:45 | 12:30 | 12:32 | 5:41 |        | 8hrs        |
| 16-SAT |      |       |       |      |        | Off         |
| 17-SUN |      |       |       |      |        | Off         |
| 18-MON |      |       |       |      |        | FL          |
| 19-TUE | 7:43 | 12:05 | 12:32 | 5:00 |        | 8hrs        |
| 20-WED |      |       |       |      |        | FL          |
| 21-THU | 8:00 | 12:36 | 12:37 | 5:12 |        | 8hrs        |
| 22-FRI | 8:20 | 12:01 | 12:02 | 5:26 | 20mins | 7hrs 40mins |
| 23-SAT |      |       |       |      |        | Off         |
| 24-SUN |      |       |       |      |        | Off         |
| 25-MON |      |       |       |      |        | Holiday     |
| 26-TUE |      |       |       |      |        | Holiday     |
| 27-WED |      |       |       |      |        | FL          |
| 28-THU |      |       |       |      |        | FL          |
| 29-FRI |      |       |       |      |        | FL          |
| 30-SAT |      |       |       |      |        | Off         |
| 31-SUN |      |       |       |      |        | 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.



**MERRY JEAN A. CAPARAS**

VERIFIED as to prescribed office hours



**LILIAN B. NUÑEZ**

Department Head

Institute for Strategic Research & Development Studies

**DAILY TIME RECORD****CAPARAS, MERRY JEAN A.**

(NAME)

For the month of  
**December 1 - 31, 2023**  
 Official hours for arrival and departure  
**8:00AM - 5:00PM**

| Day    | AM   |       | PM    |      | T/U    | Total       |
|--------|------|-------|-------|------|--------|-------------|
|        | IN   | OUT   | IN    | OUT  |        |             |
| 1-FRI  | 8:00 | 12:50 | 12:51 | 5:39 |        | 8hrs        |
| 2-SAT  |      |       |       |      |        | Off         |
| 3-SUN  |      |       |       |      |        | Off         |
| 4-MON  | 8:13 | 12:03 | 12:04 | 6:20 | 13mins | 7hrs 47mins |
| 5-TUE  | 8:00 | 12:29 | 12:30 | 5:23 |        | 8hrs        |
| 6-WED  | 8:01 | 12:08 | 12:09 | 5:05 | 1min   | 7hrs 59mins |
| 7-THU  | 8:00 | 12:03 | 12:05 | 5:26 |        | 8hrs        |
| 8-FRI  |      |       |       |      |        | Holiday     |
| 9-SAT  |      |       |       |      |        | Off         |
| 10-SUN |      |       |       |      |        | Off         |
| 11-MON | 8:50 | 12:01 | 12:02 | 5:15 | 50mins | 7hrs 10mins |
| 12-TUE | 7:58 | 12:02 | 12:03 | 6:05 |        | 8hrs        |
| 13-WED |      |       |       |      |        | SL          |
| 14-THU | 7:53 | 12:08 | 12:13 | 5:05 |        | 8hrs        |
| 15-FRI | 6:45 | 12:30 | 12:32 | 5:41 |        | 8hrs        |
| 16-SAT |      |       |       |      |        | Off         |
| 17-SUN |      |       |       |      |        | Off         |
| 18-MON |      |       |       |      |        | FL          |
| 19-TUE | 7:43 | 12:05 | 12:32 | 5:00 |        | 8hrs        |
| 20-WED |      |       |       |      |        | FL          |
| 21-THU | 8:00 | 12:36 | 12:37 | 5:12 |        | 8hrs        |
| 22-FRI | 8:20 | 12:01 | 12:02 | 5:26 | 20mins | 7hrs 40mins |
| 23-SAT |      |       |       |      |        | Off         |
| 24-SUN |      |       |       |      |        | Off         |
| 25-MON |      |       |       |      |        | Holiday     |
| 26-TUE |      |       |       |      |        | Holiday     |
| 27-WED |      |       |       |      |        | FL          |
| 28-THU |      |       |       |      |        | FL          |
| 29-FRI |      |       |       |      |        | FL          |
| 30-SAT |      |       |       |      |        | Off         |
| 31-SUN |      |       |       |      |        | 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.



**MERRY JEAN A. CAPARAS**

VERIFIED as to prescribed office hours



**LILIAN B. NUÑEZ**

Department Head

Institute for Strategic Research & Development Studies