

DAILY TIME RECORD  
CERNA, MIZAEL B.  
(NAME)

For the month of  
February 1 - 29, 2024  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	7:51	12:03	12:11	5:12		8hrs
2-FRI	8:22	12:13	12:49	5:25	22mins	7hrs 38mins
3-SAT						Off
4-SUN						Off
5-MON	8:14	12:08	12:11	5:12	14mins	7hrs 46mins
6-TUE	8:10	12:03	12:04	5:18	10mins	7hrs 50mins
7-WED	7:56	12:25	12:26	5:12		8hrs
8-THU	8:21	12:02	12:07	5:18	21mins	7hrs 39mins
9-FRI						Holiday
10-SAT						Off
11-SUN						Off
12-MON						SL
13-TUE	8:05	12:16	12:44	5:19	5mins	7hrs 55mins
14-WED	8:11	12:15	12:50	5:17	11mins	7hrs 49mins
15-THU	7:55	12:13	12:22	5:05		8hrs
16-FRI	8:03	12:43	12:44	5:13	3mins	7hrs 57mins
17-SAT						Off
18-SUN						Off
19-MON	8:01	12:06	12:09	5:14	1min	7hrs 59mins
20-TUE	8:15	12:02	12:30	5:11	15mins	7hrs 45mins
21-WED	8:03	12:07	12:17	5:03	3mins	7hrs 57mins
22-THU						VL
23-FRI						VL
24-SAT						Off
25-SUN						Off
26-MON	7:58	12:05	12:09	5:12		8hrs
27-TUE	7:41	12:04	12:07	5:09		8hrs
28-WED	7:57	12:24	12:45	6:42		8hrs
29-THU	8:03	12:16	12:20	5:10	3mins	7hrs 57mins

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.

MIZAEL B. CERNA

VERIFIED as to prescribed office hours

LILIAN B. NUÑEZ

Department Head  
Institute for Strategic Research & Development Studies

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