

**DAILY TIME RECORD****MODINA, RIS MENOEL R.**

(NAME)

For the month of  
December 1 - 31, 2021  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED		Forced leave	Off	Off	TRAVEL	Absent
2-THU	8:30	12:00	13:00	17:00		Absent
3-FRI	8:40	12:00	13:00	17:00		Absent
4-SAT						Off
5-SUN						Off
6-MON	8:40	12:00	13:00	17:00		Absent
7-TUE	8:40	12:00	13:00	17:00		Absent
8-WED		Holiday				Absent
9-THU	8:35	12:00	13:00	17:00		Absent
10-FRI		Forced leave				Absent
11-SAT						Off
12-SUN						Off
13-MON	9:05	12:00	13:00	17:00		Absent
14-TUE	9:10	12:00	13:00	17:00		Absent
15-WED		Forced leave				Absent
16-THU		CDO leave				Absent
17-FRI						Absent
18-SAT						Off
19-SUN						Off
20-MON						Absent
21-TUE		CDO leave				Absent
22-WED						Absent
23-THU						Absent
24-FRI						Absent
25-SAT						Off
26-SUN						Off
27-MON						Absent
28-TUE		CDO leave				Absent
29-WED						Absent
30-THU		Holiday				Absent
31-FRI			work suspension			Absent

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.

RIS MENOEL R. MODINA

VERIFIED as to prescribed office hours

ANALYN M. MAZO

Department Head  
Department of Biological Sciences

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