

DAILY TIME RECORD  
CERNA, MIZAE B.  
(NAME)

For the month of  
March 1 - 31, 2024  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	8:15	12:04	12:35	5:19	15mins	7hrs 45mins
2-SAT						Off
3-SUN						Off
4-MON	7:46	12:07	12:13	5:17		8hrs
5-TUE	8:01	12:04	12:31	5:17	1min	7hrs 59mins
6-WED	8:16	12:01	12:26	5:17	16mins	7hrs 44mins
7-THU	8:05	12:03	12:08	5:16	5mins	7hrs 55mins
8-FRI	8:17	12:12	12:42	5:15	17mins	7hrs 43mins
9-SAT						Off
10-SUN						Off
11-MON	8:08	12:11	12:34	5:15	8mins	7hrs 52mins
12-TUE	8:21	12:00	12:25	5:17	21mins	7hrs 39mins
13-WED	8:09	12:14	12:17	5:16	9mins	7hrs 51mins
14-THU	8:14	12:05	12:28	5:00	14mins	7hrs 46mins
15-FRI						VL
16-SAT						Off
17-SUN						Off
18-MON	8:21	12:34	12:39	5:20	21mins	7hrs 39mins
19-TUE	8:02	12:00	12:30	5:26	2mins	7hrs 58mins
20-WED	7:59	12:25	12:26	5:14		8hrs
21-THU	8:07	12:13	12:34	5:29	7mins	7hrs 53mins
22-FRI	8:02	12:17	12:19	5:14	2mins	7hrs 58mins
23-SAT						Off
24-SUN						Off
25-MON	8:27	12:27	12:39	5:07	27mins	7hrs 33mins
26-TUE	8:02	12:04	12:30	5:27	2mins	7hrs 58mins
27-WED	8:19	12:53				3hrs 41mins SUSPENDED 12:00 pm 11:59 pm
28-THU						Holiday
29-FRI						Holiday
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.

MIZAE B. CERNA

VERIFIED as to prescribed office hours

LILIAN B. NUÑEZ

Department Head  
Institute for Strategic Research & Development Studies

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