

DAILY TIME RECORD **CAPARAS, MERRY JEAN A.** (NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED	8:00	12:00	1:00	5:00		Absent
3-THU	8:00	12:00	1:00	5:00		Absent
4-FRI	8:00	12:00	1:00	5:00		Absent
5-SAT						Off
6-SUN						Off
7-MON	8:00	12:00	1:00	5:00		Absent
8-TUE	8:00	12:00	1:00	5:00		Absent
9-WED	8:00	12:00	1:00	5:00		Absent
10-THU	8:00	12:00	1:00	5:00		Absent
11-FRI	8:00	12:00	1:00	5:00		Absent
12-SAT						Off
13-SUN						Off
14-MON	8:00	12:00	1:00	5:00		Absent
15-TUE	8:00	12:00	1:00	5:00		Absent
16-WED	8:00	12:00	1:00	5:00		Absent
17-THU	7:58	12:06	12:07	6:08		8hrs
18-FRI	7:51	2:00	1:00	2:00	1hr	9hrs SUSPENDED 1:00 pm 7:00 pm
19-SAT						Off
20-SUN						Off
21-MON	8:16	12:39	12:51	5:35	16mins	7hrs 44mins
22-TUE	8:04	12:05	12:07	5:25	4mins	7hrs 56mins
23-WED	8:03	12:10	12:14	5:48	3mins	7hrs 57mins
24-THU	8:07	12:01	12:21	5:33	7mins	7hrs 53mins
25-FRI	7:59	12:18	12:30	5:06		8hrs
26-SAT						Off
27-SUN						Off
28-MON	8:42	12:31	12:35	5:09	42mins	7hrs 18mins
29-TUE	7:49	12:03	12:07	5:22		8hrs
30-WED						Holiday

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. NUNEZ

Department Head
Institute for Strategic Research & Development Studies

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