

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

For the month of  
**February 1 - 28, 2023**  
Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						OB
2-THU	8:00	12:17	12:38	5:14		8hrs
3-FRI	7:57	12:05	12:11	5:07		8hrs
4-SAT						Off
5-SUN						Off
6-MON	8:52	12:21	12:24	5:27	52mins	7hrs 8mins
7-TUE	7:44	12:24	12:33	6:43		8hrs
8-WED	7:55	12:10	12:18	7:15		8hrs
9-THU	8:00	12:32	12:37	5:39		8hrs
10-FRI	8:00	12:19	12:20	7:38		8hrs
11-SAT						Off
12-SUN						Off
13-MON	7:45	12:06	12:08	5:08		8hrs
14-TUE	7:54	12:07	12:10	5:48		8hrs
15-WED	7:53	12:06	12:20	6:08		8hrs
16-THU	7:50	12:02	12:44	5:09		8hrs
17-FRI	7:50	12:24	12:26	6:40		8hrs
18-SAT						Off
19-SUN						Off
20-MON	7:40	12:07	12:25	5:09		8hrs
21-TUE	7:51	12:06	12:09	5:00		8hrs
22-WED	7:55	12:25	12:27	6:53		8hrs
23-THU	7:55	12:13	12:18	5:58		8hrs
24-FRI						Holiday
25-SAT						Off
26-SUN						Off
27-MON	7:47	12:04	12:08	6:34		8hrs
28-TUE	7:53	12:01	12:43	6:25		8hrs

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)

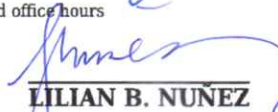
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4-SAT						Off
5-SUN						Off
6-MON	8:52	12:21	12:24	5:27	52mins	7hrs 8mins
7-TUE	7:44	12:24	12:33	6:43		8hrs
8-WED	7:55	12:10	12:18	7:15		8hrs
9-THU	8:00	12:32	12:37	5:39		8hrs
10-FRI	8:00	12:19	12:20	7:38		8hrs
11-SAT						Off
12-SUN						Off
13-MON	7:45	12:06	12:08	5:08		8hrs
14-TUE	7:54	12:07	12:10	5:48		8hrs
15-WED	7:53	12:06	12:20	6:08		8hrs
16-THU	7:50	12:02	12:44	5:09		8hrs
17-FRI	7:50	12:24	12:26	6:40		8hrs
18-SAT						Off
19-SUN						Off
20-MON	7:40	12:07	12:25	5:09		8hrs
21-TUE	7:51	12:06	12:09	5:00		8hrs
22-WED	7:55	12:25	12:27	6:53		8hrs
23-THU	7:55	12:13	12:18	5:58		8hrs
24-FRI						Holiday
25-SAT						Off
26-SUN						Off
27-MON	7:47	12:04	12:08	6:34		8hrs
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Institute for Strategic Research & Development Studies

**DAILY TIME RECORD**  
**CERNA, MIZAE B.**  
 (NAME)

For the month of  
**February 1 - 28, 2023**  
 Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	8:21	12:25	12:43	5:09	21mins	7hrs 39mins
2-THU	8:28	12:06	12:08	5:23	28mins	7hrs 32mins
3-FRI	8:08	12:07	12:11	5:15	8mins	7hrs 52mins
4-SAT						Off
5-SUN						Off
6-MON	8:07	12:21	12:24	5:08	7mins	7hrs 53mins
7-TUE	8:43	12:04	12:07	5:09	43mins	7hrs 17mins
8-WED	8:20	12:20	12:33	5:14	20mins	7hrs 40mins
9-THU	7:45	12:07	12:20	5:13		8hrs
10-FRI						SL
11-SAT						Off
12-SUN						Off
13-MON	8:17	12:07	12:09	5:21	17mins	7hrs 43mins
14-TUE	8:22	12:14	12:53	5:15	22mins	7hrs 38mins
15-WED	8:32	12:06	12:14	5:12	32mins	7hrs 28mins
16-THU	8:26	12:11	12:51	5:03	26mins	7hrs 34mins
17-FRI	8:25	12:06	12:37	5:16	25mins	7hrs 35mins
18-SAT						Off
19-SUN						Off
20-MON	8:17	12:05	12:07	5:14	17mins	7hrs 43mins
21-TUE	8:27	12:00	12:29	5:10	27mins	7hrs 33mins
22-WED	8:35	12:02	12:27	5:02	35mins	7hrs 25mins
23-THU	8:01	12:00	12:01	5:15	1min	7hrs 59mins
24-FRI	8:07					
25-SAT						Off
26-SUN						Off
27-MON	7:54	12:00	12:01	5:13		8hrs
28-TUE	8:35	12:11	12:27	5:03	35mins	7hrs 25mins

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**MIZAE B. CERNA**

VERIFIED as to prescribed office hours

  
**LILIAN B. NUÑEZ**

Department Head  
 Institute for Strategic Research & Development Studies

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**CERNA, MIZAE B.**  
 (NAME)

For the month of  
**February 1 - 28, 2023**  
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**8:00AM - 5:00PM**

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	IN	OUT	IN	OUT		
1-WED	8:21	12:25	12:43	5:09	21mins	7hrs 39mins
2-THU	8:28	12:06	12:08	5:23	28mins	7hrs 32mins
3-FRI	8:08	12:07	12:11	5:15	8mins	7hrs 52mins
4-SAT						Off
5-SUN						Off
6-MON	8:07	12:21	12:24	5:08	7mins	7hrs 53mins
7-TUE	8:43	12:04	12:07	5:09	43mins	7hrs 17mins
8-WED	8:20	12:20	12:33	5:14	20mins	7hrs 40mins
9-THU	7:45	12:07	12:20	5:13		8hrs
10-FRI						SL
11-SAT						Off
12-SUN						Off
13-MON	8:17	12:07	12:09	5:21	17mins	7hrs 43mins
14-TUE	8:22	12:14	12:53	5:15	22mins	7hrs 38mins
15-WED	8:32	12:06	12:14	5:12	32mins	7hrs 28mins
16-THU	8:26	12:11	12:51	5:03	26mins	7hrs 34mins
17-FRI	8:25	12:06	12:37	5:16	25mins	7hrs 35mins
18-SAT						Off
19-SUN						Off
20-MON	8:17	12:05	12:07	5:14	17mins	7hrs 43mins
21-TUE	8:27	12:00	12:29	5:10	27mins	7hrs 33mins
22-WED	8:35	12:02	12:27	5:02	35mins	7hrs 25mins
23-THU	8:01	12:00	12:01	5:15	1min	7hrs 59mins
24-FRI	8:07					
25-SAT						Off
26-SUN						Off
27-MON	7:54	12:00	12:01	5:13		8hrs
28-TUE	8:35	12:11	12:27	5:03	35mins	7hrs 25mins

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**MIZAE B. CERNA**

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**LILIAN B. NUÑEZ**

Department Head  
 Institute for Strategic Research & Development Studies



**DAILY TIME RECORD**  
**DAYONDON, RHEA ANGELIE F.**  
 (NAME)

For the month of  
**February 1 - 28, 2023**  
 Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:47	12:07	12:16	5:08		8hrs
2-THU	7:57	12:03	12:06	5:01		8hrs
3-FRI	7:47	12:09	12:22	5:02		8hrs
4-SAT						Off
5-SUN						Off
6-MON	8:03	12:05	12:21	5:03	3mins	7hrs 57mins
7-TUE	7:42	12:01	12:25	5:04		8hrs
8-WED	8:00	12:02	12:11	5:03		8hrs
9-THU	7:58	12:19	12:35	5:03		8hrs
10-FRI	8:04	12:04	12:37	5:01	4mins	7hrs 56mins
11-SAT						Off
12-SUN						Off
13-MON	7:52	12:04	12:09	5:21		8hrs
14-TUE	7:37	12:07	12:14	5:04		8hrs
15-WED	8:02	12:03	12:20	5:09	2mins	7hrs 58mins
16-THU	7:52	12:05	12:16	5:02		8hrs
17-FRI	8:00	12:09	12:26	5:07		8hrs
18-SAT						Off
19-SUN						Off
20-MON	7:59	12:02	12:07	5:06		8hrs
21-TUE	8:00	12:07	12:38	5:12		8hrs
22-WED	8:18	12:02	12:11	5:18	18mins	7hrs 42mins
23-THU	7:58	12:05	12:25	5:57		8hrs
24-FRI						Holiday
25-SAT						Off
26-SUN						Off
27-MON	7:58	12:07	12:26	6:01		8hrs
28-TUE	7:59	12:01	12:03	5:04		8hrs

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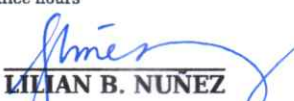
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10-FRI	8:04	12:04	12:37	5:01	4mins	7hrs 56mins
11-SAT						Off
12-SUN						Off
13-MON	7:52	12:04	12:09	5:21		8hrs
14-TUE	7:37	12:07	12:14	5:04		8hrs
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22-WED	8:18	12:02	12:11	5:18	18mins	7hrs 42mins
23-THU	7:58	12:05	12:25	5:57		8hrs
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