

DAILY TIME RECORD**SUGANOB, CARLITO O.**

(NAME)

For the month of


December 1 - 31, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	7:26	12:06	1:00	5:00		8hrs
2-FRI	6:51	12:00	12:50	6:23		8hrs
3-SAT						Off
4-SUN						Off
5-MON	6:56	12:01	12:45	5:08		8hrs
6-TUE	7:45	12:01	1:00	5:00		8hrs
7-WED	6:50	12:01	12:56	5:21		8hrs
8-THU						Holiday
9-FRI	6:45	12:00	1:00	5:00		8hrs
10-SAT						Off
11-SUN						Off
12-MON	7:24	12:01	12:56	6:24		8hrs
13-TUE	7:33	12:45	1:00	5:07		8hrs
14-WED	7:48	12:12	12:56	5:15		8hrs
15-THU	7:38	12:00	1:03	5:17	3mins	7hrs 57mins
16-FRI	7:31	12:00	12:50	5:30		8hrs
17-SAT						Off
18-SUN						Off
19-MON	7:55	12:00	1:00	5:00		8hrs
20-TUE	7:53	12:00	1:03	5:00	3mins	7hrs 57mins
21-WED	7:49	12:11	1:00	5:00		8hrs
22-THU	7:40	12:49	1:00	5:35		8hrs
23-FRI	6:25	12:00	1:00	5:00		8hrs
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE	7:38	12:08	12:56	5:23		8hrs
28-WED	7:47	12:27	1:08	5:14	8mins	7hrs 52mins
29-THU	7:45	12:00	1:00	5:00		8hrs
30-FRI						Holiday
31-SAT						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.



CARLITO O. SUGANOB

VERIFIED as to prescribed office hours



MARIA HAZEL I. BELLEZAS

Department Head
Department of Economics