

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

For the month of  
 May 1 - 31, 2023  
 Official hours for arrival and departure  
 8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Holiday
2-TUE	7:50	12:01	12:07	5:12		8hrs
3-WED	7:52	12:01	12:11	5:05		8hrs
4-THU	7:56	12:11	12:15	5:07		8hrs
5-FRI	7:58	12:17	12:31	5:04		8hrs
6-SAT						Off
7-SUN						Off
8-MON	8:11	12:01	12:03	5:02	11mins	7hrs 49mins
9-TUE	7:54	12:09	12:36	5:02		8hrs
10-WED	7:46	12:06	12:09	5:04		8hrs
11-THU	8:00	12:01	12:23	5:02		8hrs
12-FRI	7:52	12:06	12:09	5:18		8hrs
13-SAT						Off
14-SUN						Off
15-MON	7:48	12:01	12:08	5:07		8hrs
16-TUE	8:15	12:07			15mins	3hrs 45mins (SPL half day)
17-WED	8:17	12:04	12:10	5:03	17mins	7hrs 43mins
18-THU	7:55	12:03	12:17	5:07		8hrs
19-FRI	8:00	12:00	1:00	5:00		8hrs
20-SAT						Off
21-SUN						Off
22-MON						SL
23-TUE						VL
24-WED						VL
25-THU						VL
26-FRI	7:44	12:21	12:43	5:16		8hrs
27-SAT						Off
28-SUN						Off
29-MON	7:39	12:02	12:27	5:03		8hrs
30-TUE	7:39	12:00	12:44	5:02		8hrs
31-WED	7:49	12:06	12:08	5:08		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.

  
**RHEA ANGELIE F. DAYONDON**

VERIFIED as to prescribed office hours

  
**LILIAN B. NUÑEZ**

Department Head  
 Institute for Strategic Research & Development Studies

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