

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

For the month of
January 1 - 31, 2024
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 | | | | | | SL |
| 3-WED | 7:56 | 12:06 | 12:09 | 5:09 | | 8hrs |
| 4-THU | 7:52 | 12:01 | 12:03 | 5:09 | | 8hrs |
| 5-FRI | 7:53 | 12:11 | 12:14 | 5:06 | | 8hrs |
| 6-SAT | | | | | | Off |
| 7-SUN | | | | | | Off |
| 8-MON | 7:53 | 12:01 | 12:02 | 5:16 | | 8hrs |
| 9-TUE | 8:00 | 12:02 | 12:17 | 5:08 | | 8hrs |
| 10-WED | 7:57 | 12:53 | 12:57 | 5:19 | | 8hrs |
| 11-THU | 8:00 | 12:39 | 12:40 | 5:04 | | 8hrs |
| 12-FRI | 8:00 | 12:36 | 12:37 | 5:01 | | 8hrs |
| 13-SAT | | | | | | Off |
| 14-SUN | | | | | | Off |
| 15-MON | 7:48 | 12:05 | 12:30 | 5:04 | | 8hrs |
| 16-TUE | 7:51 | 12:06 | 12:53 | 5:04 | | 8hrs |
| 17-WED | 7:48 | 12:36 | 12:37 | 5:12 | | 8hrs |
| 18-THU | 6:51 | 12:27 | 12:41 | 5:02 | | 8hrs |
| 19-FRI | 7:52 | 12:02 | 12:08 | 5:04 | | 8hrs |
| 20-SAT | | | | | | Off |
| 21-SUN | | | | | | Off |
| 22-MON | 6:47 | 12:04 | 12:05 | 5:15 | | 8hrs |
| 23-TUE | 7:51 | 12:58 | 12:59 | 5:07 | | 8hrs |
| 24-WED | 7:47 | 12:26 | 12:30 | 5:15 | | 8hrs |
| 25-THU | 6:41 | 12:05 | 12:06 | 5:13 | | 8hrs |
| 26-FRI | 7:55 | 12:58 | 12:59 | 5:06 | | 8hrs |
| 27-SAT | | | | | | Off |
| 28-SUN | | | | | | Off |
| 29-MON | 6:49 | 12:00 | 12:01 | 5:07 | | 8hrs |
| 30-TUE | 7:53 | 12:58 | 12:59 | 5:05 | | 8hrs |
| 31-WED | | | | | | OB |

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

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