

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

For the month of  
 May 1 - 31, 2024  
 Official hours for arrival and departure  
 8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						Holiday
2-THU	8:02	12:01	12:08	5:02	2mins	7hrs 58mins
3-FRI	7:55	12:01	12:03	5:07		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:55	12:02	12:04	5:41		8hrs
7-TUE	7:57	12:01	12:08	5:05		8hrs
8-WED	8:06	12:01	12:04	5:03	6mins	7hrs 54mins
9-THU	8:05	12:01	12:03	5:06	5mins	7hrs 55mins
10-FRI	7:53	12:03	12:37	5:11		8hrs
11-SAT						Off
12-SUN						Off
13-MON	7:54	12:01	12:40	5:08		8hrs
14-TUE	7:52	12:05	12:18	5:01		8hrs
15-WED	7:57	12:02	12:49	5:28		8hrs
16-THU	7:53	12:01	12:55	5:17		8hrs
17-FRI	8:02	12:01	12:06	5:01	2mins	7hrs 58mins
18-SAT						Off
19-SUN						Off
20-MON	7:56	12:05	12:14	5:14		8hrs
21-TUE	8:15	12:07	12:31	5:07	15mins	7hrs 45mins
22-WED	7:52	12:02	12:08	5:12		8hrs
23-THU	7:57	12:02	12:06	5:08		8hrs
24-FRI	7:54	12:02	12:41	5:05		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:56	12:04				4hrs (SPL half day)
28-TUE	7:49	12:03	12:05	5:04		8hrs
29-WED	7:59	12:04	12:16	5:09		8hrs
30-THU	7:52	12:02	12:10	5:07		8hrs
31-FRI	7:59	12:04	12:07	5:06		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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