

DAILY TIME RECORD**PEÑA, SANTIAGO T. JR.**

(NAME)

For the month of

November 1 - 30, 2021

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON		HOLIDAY				Absent
2-TUE	7:42	12:00	1:00	5:26		Absent
3-WED	8:00	12:00	1:00	5:30		Absent
4-THU	7:35	12:00	1:00	5:40		Absent
5-FRI	7:35	12:00	1:00	5:25		Absent
6-SAT						Off
7-SUN						Off
8-MON		HOLIDAY				Absent
9-TUE	7:50	12:00	1:00	5:25		Absent
10-WED	6:53	12:00	1:00	5:30		Absent
11-THU	8:00	12:00	1:00	5:35		Absent
12-FRI	8:05	12:00	1:00	5:45		Absent
13-SAT						Off
14-SUN						Off
15-MON	7:55	12:00	1:00	5:20		Absent
16-TUE	7:55	12:00	1:00	5:35		Absent
17-WED	8:00	12:00	1:00	5:00		Absent
18-THU	7:58	12:00	1:00	5:30		Absent
19-FRI	8:00	12:00	1:00	5:15		Absent
20-SAT						Off
21-SUN						Off
22-MON	8:00	12:00	1:00	5:15		Absent
23-TUE	8:05	12:00	1:00	5:20		Absent
24-WED		WFH				Absent
25-THU		WFH				Absent
26-FRI		WFH				Absent
27-SAT						Off
28-SUN						Off
29-MON	8:00	12:00	1:00	5:00		Absent
30-TUE		HOLIDAY				Absent

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.



SANTIAGO T. PEÑA JR.

VERIFIED as to prescribed office hours

BEATRIZ S. BELONIAS

Vice President

Office of the Vice President for Academic Affairs