

# DAILY TIME RECORD

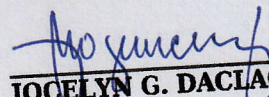
## DACLAG, JOCELYN G.

(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						Absent
3-WED		WFH				Absent
4-THU						Absent
5-FRI						Off
6-SAT		SATURDAY				Off
7-SUN		SUNDAY				Absent
8-MON		HOLIDAY				Absent
9-TUE	7:50	12:15	12:50	5:35		Absent
10-WED	8:30	12:40	1:00	5:50		Absent
11-THU	8:00	12:10	12:04	5:45		Absent
12-FRI	8:10	12:15	1:00	6:00		Off
13-SAT		SATURDAY				Off
14-SUN		SUNDAY				Absent
15-MON		WFH				Absent
16-TUE						Absent
17-WED	8:00	12:30	12:50	6:00		Absent
18-THU	8:25	12:10	12:55	6:15		Absent
19-FRI	7:30	12:05	12:50	6:00		Off
20-SAT		SATURDAY				Off
21-SUN		SUNDAY				Absent
22-MON		WFH				Absent
23-TUE			1:00	5:45		Absent
24-WED	8:45	12:40	1:00	6:00		Absent
25-THU	8:15	12:10	12:00	6:00		Absent
26-FRI	8:10	12:30	1:00	7:15		Off
27-SAT		SATURDAY				Off
28-SUN		SUNDAY				Absent
29-MON		WFH				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.

  
JOCELYN G. DACLAG

VERIFIED as to prescribed office hours

**LORINA A. GALVEZ**  
Department Head  
Department of Food Science and Technology