

# **DAILY TIME RECORD** **CENTINO, ZYRA MAY H.** (NAME)

For the month of  
**June 1 - 30, 2022**  
 Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:29	12:21	12:54	5:17		8hrs
2-THU	7:03	12:25	12:43	5:26		8hrs
3-FRI	7:45	12:26	12:49	5:27		8hrs
4-SAT						Off
5-SUN						Off
6-MON	OFF - TEAM BUILDING					Absent
7-TUE	8:05	12:12	12:37	5:46		8hrs
8-WED	7:31	12:06	12:41	6:00		8hrs
9-THU	7:00	7:00	12:52	5:19	3hrs 33mins	4hrs 27mins
10-FRI	ON LEAVE					Absent
11-SAT						Off
12-SUN						Off
13-MON	7:52	12:08	1:02	5:40		8hrs
14-TUE	7:02	12:22	12:54	6:07		8hrs
15-WED	8:05	12:12	12:50	5:51		8hrs
16-THU	7:02	12:15	12:48	5:42		8hrs
17-FRI	8:08	12:11	12:46	5:45		8hrs
18-SAT						Off
19-SUN						Off
20-MON	7:54	12:04	12:44	6:06		8hrs
21-TUE	6:59	12:31	12:54	5:58		8hrs
22-WED	8:00	12:20	12:50	5:45		8hrs
23-THU	7:45	12:43	12:57	5:27		8hrs
24-FRI	8:09	12:20	12:54	5:37		8hrs
25-SAT						Off
26-SUN						Off
27-MON	8:19	12:28	12:55	5:59		8hrs
28-TUE	7:30	12:55	1:06	5:48		8hrs
29-WED	7:57	12:24	12:49	7:21		8hrs
30-THU	7:29	12:10	12:45	7:07		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.

  
**ZYRA MAY H. CENTINO**

VERIFIED as to prescribed office hours

  
**MARIA HAZEL I. BELLEZAS**

Department Head  
 Department of Economics