

DAILY TIME RECORD**SERIÑO, EUNICE KENEE L.**

(NAME)

For the month of

December 1 - 31, 2021

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:00	12:20	1:20	5:50		Absent
2-THU	7:00	12:00	1:15	5:30		Absent
3-FRI	8:30	12:30	1:00	5:35		Absent
4-SAT	NA					Off
5-SUN	NA					Off
6-MON	7:00	12:15	1:55	6:15		Absent
7-TUE	8:20	12:30	1:05	6:15		Absent
8-WED	HOLIDAY	NY				Absent
9-THU	7:00	12:45	1:00	6:30		Absent
10-FRI	7:00	12:45	1:00	5:10		Absent
11-SAT	NA					Off
12-SUN	NA					Off
13-MON	ON LEAVE					Absent
14-TUE	8:00	12:00	1:15	5:35		Absent
15-WED	ON LEAVE					Absent
16-THU	{ WORK SUSPENSION (THURSDAY)					Absent
17-FRI	{ WORK SUSPENSION (THURSDAY)					Absent
18-SAT	NA					Off
19-SUN	NA					Off
20-MON	8:15	12:15	1:30	5:30		Absent
21-TUE	8:40	12:30	TRAVEL (ALBUQUERQUE)			Absent
22-WED	{ ON LEAVE					Absent
23-THU	{ ON LEAVE					Absent
24-FRI	{ ON LEAVE					Absent
25-SAT	NA					Off
26-SUN	NA					Off
27-MON	{ ON LEAVE					Absent
28-TUE	{ ON LEAVE					Absent
29-WED	{ ON LEAVE					Absent
30-THU	HOLIDAY					Absent
31-FRI	ON LEAVE					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 and departure from office.

Eunice Kenée L. Serião
EUNICE KENEE L. SERIÑO

VERIFIED as to prescribed office hours

Analyn M. Mazo
ANALYN M. MAZO
 Department Head
 Department of Biological Sciences

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