

**DAILY TIME RECORD****CERNA, MIZAE B.**

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Holiday
2-TUE	8:18	12:26	12:40	5:14	18mins	7hrs 42mins
3-WED	8:24	12:19	12:20	5:30	24mins	7hrs 36mins
4-THU	8:06	12:04	12:05	5:13	6mins	7hrs 54mins
5-FRI	8:11	12:09	12:12	5:15	11mins	7hrs 49mins
6-SAT						Off
7-SUN						Off
8-MON	8:13	12:01	12:02	5:10	13mins	7hrs 47mins
9-TUE	8:24	12:04	12:12	5:26	24mins	7hrs 36mins
10-WED						VL
11-THU	8:13	12:01	12:05	5:12	13mins	7hrs 47mins
12-FRI	8:20	12:00	12:14	5:30	20mins	7hrs 40mins
13-SAT						Off
14-SUN						Off
15-MON	8:23	12:15	12:17	5:08	23mins	7hrs 37mins
16-TUE	8:17	12:22	12:24	5:13	17mins	7hrs 43mins
17-WED	8:34	12:16	12:19	5:11	34mins	7hrs 26mins
18-THU	7:53	12:13	12:15	5:02		8hrs
19-FRI	8:02	12:06	12:08	5:18	2mins	7hrs 58mins
20-SAT						Off
21-SUN						Off
22-MON	8:06	12:01	12:29	5:10	6mins	7hrs 54mins
23-TUE	8:04	12:16	12:20	5:08	4mins	7hrs 56mins
24-WED	8:15	12:08	12:09	5:09	15mins	7hrs 45mins
25-THU	8:06	12:07	12:31	5:09	6mins	7hrs 54mins
26-FRI						SL
27-SAT						Off
28-SUN						Off
29-MON	8:14	12:03	12:05	5:17	14mins	7hrs 46mins
30-TUE	8:31	12:03	12:06	5:12	31mins	7hrs 29mins
31-WED	7:44	12:06	12:10	5:23		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.

  
**MIZAE B. CERNA**

VERIFIED as to prescribed office hours

  
**LILIAN B. NUNEZ**

 Department Head  
 Institute for Strategic Research & Development Studies
**DAILY TIME RECORD****CERNA, MIZAE B.**

(NAME)

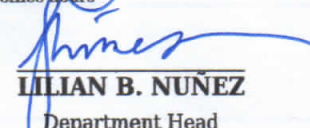
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