

# **DAILY TIME RECORD** **CORMANES, JOAN MARIE Y.** (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	7:50	12:00	12:58	5:00		Absent
2-THU	SICK LEAVE		1:00	5:00		Absent
3-FRI	7:33	12:00	1:00	5:00		Absent
4-SAT						Off
5-SUN						Off
6-MON	7:58	12:00	1:00	5:00		Absent
7-TUE	7:42	12:00	1:00	5:00		Absent
8-WED	HOLIDAY					Absent
9-THU	CDO					Absent
10-FRI	7:50	12:16	1:00	5:00		Absent
11-SAT						Off
12-SUN						Off
13-MON	8:00	12:00	1:00	6:00		Absent
14-TUE	7:53	12:00	1:00	5:00		Absent
15-WED	8:00	12:00	WORK SUSPENSION			Absent
16-THU	WORK SUSPENSION (OP MEMO #132, s, 2021)					Absent
17-FRI	WORK SUSPENSION (OP MEMO #133, s, 2021)					Absent
18-SAT						Off
19-SUN						Off
20-MON	CDO					Absent
21-TUE	CDO					Absent
22-WED	CDO					Absent
23-THU	CDO					Absent
24-FRI	CDO					Absent
25-SAT						Off
26-SUN						Off
27-MON	CDO					Absent
28-TUE	CDO					Absent
29-WED	CDO					Absent
30-THU	HOLIDAY					Absent
31-FRI						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.

  
**JOAN MARIE Y. CORMANES**

VERIFIED as to prescribed office hours

  
**LOTIS M. BALALA**  
Department Head  
Department of Veterinary Clinical Sciences

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**JOAN MARIE Y. CORMANES**

VERIFIED as to prescribed office hours

  
**LOTIS M. BALALA**  
Department Head  
Department of Veterinary Clinical Sciences