

DAILY TIME RECORD  
CAPARAS, MERRY JEAN A.  
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:48	12:56	12:58	6:22		8hrs
2-SAT						Off
3-SUN						Off
4-MON	7:46	12:03	12:05	5:41		8hrs
5-TUE	7:53	12:54	12:56	5:43		8hrs
6-WED	7:51	12:07	12:21	5:00		8hrs
7-THU	6:51	12:10	12:22	5:49		8hrs
8-FRI	7:43	12:01	12:02	5:14		8hrs
9-SAT						Off
10-SUN						Off
11-MON	7:00	12:41	12:46	5:00		9hrs 55mins
12-TUE	7:54	12:19	12:27	5:48		9hrs 46mins
13-WED	8:00	12:46	12:49	5:42		9hrs 39mins
14-THU	8:05	12:00	12:28	5:16		8hrs 43mins
15-FRI	8:00	12:00	12:01	5:28		9hrs 27mins
16-SAT						Off
17-SUN						Off
18-MON	7:47	12:44	12:46	5:11		8hrs
19-TUE	7:56	12:00	12:01	5:32		8hrs
20-WED	7:55	12:51	12:55	6:07		8hrs
21-THU	6:49	12:21	12:23	5:00		8hrs
22-FRI	8:00	12:00	12:01	5:00		8hrs
23-SAT						Off
24-SUN						Off
25-MON	7:53	12:18	12:19	5:11		8hrs
26-TUE	8:06	12:47	12:50	5:16	6mins	7hrs 54mins
27-WED	7:55	12:01				4hrs SUSPENDED 12:00 pm 11:59 pm
28-THU						Holiday
29-FRI						Holiday
30-SAT						Off
31-SUN						Off

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.

MERRY JEAN A. CAPARAS

VERIFIED as to prescribed office hours

LILIAN B. NUÑEZ  
Department Head  
Institute for Strategic Research & Development Studies

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