

DAILY TIME RECORD

DELIMA, GINA A.

(NAME)

For the month of


December 1 - 31, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	7:09	12:39	12:40	5:14		8hrs
2-FRI	7:31	12:18	12:19	5:08		8hrs
3-SAT						Off
4-SUN						Off
5-MON	7:37	12:01	12:02	5:14		8hrs
6-TUE	7:32	12:10	12:11	5:19		8hrs
7-WED	7:35	12:29	12:30	5:24		8hrs
8-THU						Holiday
9-FRI						OB
10-SAT						Off
11-SUN						Off
12-MON	7:54	12:04	12:05	5:22		8hrs
13-TUE	7:18	12:11	12:12	5:47		8hrs
14-WED	8:05	12:50	12:51	5:15	5mins	7hrs 55mins
15-THU	7:52	12:54	12:54	5:12		8hrs
16-FRI	8:31	12:46	12:51	5:06	31mins	7hrs 29mins
17-SAT						Off
18-SUN						Off
19-MON						CDO
20-TUE						CDO
21-WED						CDO
22-THU						CDO
23-FRI						SPL
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE						SL
28-WED						SPL
29-THU						SPL
30-FRI						Holiday
31-SAT						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.


GINA A. DELIMA

VERIFIED as to prescribed office hours


LILIAN B. NUNEZ

Department Head

Institute for Strategic Research & Development Studies

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