

DAILY TIME RECORD

MIÑOZA, SUSANA B.
(NAME)

For the month of
November 1 – 30, 2021

Official hours for arrival and departure
8:00AM – 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1	Holiday					
2	Leave					
3	Leave					
4	Leave					
5	7:53	12:15	12:50	6:20		
6	Saturday					
7	Sunday					
8	No Work Super Typhoon Yolanda Commemoration					
9	8:00	12:26	12:58	6:30		
10	8:00	12:20	12:50	6:40		
11	8:00	12:20	12:50	5:00		
12	8:00	12:15	1:00	6:15		
13	Saturday					
14	Sunday					
15	8:00	12:30	12:55	5:20		
16	8:00	12:00	1:00	6:15		
17	8:00	12:30	1:00	5:00		
18	8:00	12:20	1:00	6:15		
19	8:00	12:10	12:50	6:50		
20	Saturday					
21	Sunday					
22	8:00	12:15	12:55	6:25		
23	8:00	12:05	1:00	6:15		
24	8:00	12:40	1:00	6:35		
25	8:00	12:30	12:50	6:45		
26	8:00	12:30	12:50	6:13		
27	Saturday					
28	Sunday					
29	8:00	12:30	12:55	7:20		
30	Holiday					
31						

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.


SUSANA B. MIÑOZA

VERIFIED as to prescribed office hours


ROBERTO C. GUARTE

Department Head
Renewable Energy Research Center