

DAILY TIME RECORD**LUMANAO, DEEJAY M.**

(NAME)

For the month of

January 1 - 31, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	8:00	12:00	1:00	5:00		8 hrs
4-TUE	8:00	12:00	1:00	5:00		8 hrs
5-WED	7:50	12:10	1:00	5:00		8 hrs
6-THU	8:10	12:00	1:10	5:20		8 hrs
7-FRI	8:00	12:15	1:15	5:10		8 hrs
8-SAT						Off
9-SUN						Off
10-MON	8:05	12:05	1:05	5:05		8 hrs
11-TUE	8:10	12:00	1:15	5:20		8 hrs
12-WED	} Calamity Leave					
13-THU						
14-FRI						
15-SAT						Off
16-SUN						Off
17-MON	Calamity Leave					
18-TUE	8:05	12:05	1:00	5:00		8 hrs
19-WED	8:10	12:00	1:00	5:15		8 hrs
20-THU	8:00	12:00	1:00	5:00		8 hrs
21-FRI	7:50	12:00	12:50	4:50		8 hrs
22-SAT						Off
23-SUN						Off
24-MON	8:05	12:05	1:05	5:05		8 hrs
25-TUE	8:10	12:00	1:15	5:20		8 hrs
26-WED	7:50	12:00	12:50	5:00		8 hrs
27-THU	8:00	11:50	12:50	5:00		8 hrs
28-FRI	7:45	12:00	1:00	5:00		8 hrs
29-SAT						Off
30-SUN						Off
31-MON	Work From Home					

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.



DEEJAY M. LUMANAO

VERIFIED as to prescribed office hours

SUZETTE B. LINA
 Department Head
 Department of Soil Science