

DAILY TIME RECORD **LORETO, MA. THERESA P.** (NAME)

For the month of

May 1 - 31, 2024

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						Holiday
2-THU	7:59	12:10	12:50	5:35		8hrs
3-FRI	7:56	12:11	12:50	5:24		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:52	12:08	12:43	5:33		8hrs
7-TUE	7:58	12:13	12:40	5:24		8hrs
8-WED	7:57	12:16	12:48	5:40		8hrs
9-THU	7:56	12:24	12:44	5:47		8hrs
10-FRI	7:56	12:08	12:53	5:49		8hrs
11-SAT						Off
12-SUN						Off
13-MON	7:53	12:16	12:49	5:23		8hrs
14-TUE	7:58	12:17	12:51	5:37		8hrs
15-WED	7:58	12:08	12:47	5:36		8hrs
16-THU	7:49	12:05	12:51	5:25		8hrs
17-FRI	7:58	12:40	12:52	5:57		8hrs
18-SAT						Off
19-SUN						Off
20-MON	7:58	12:18	12:52	5:39		9hrs 7mins
21-TUE	7:48	12:10	12:30	6:02		9hrs 54mins
22-WED	7:47	12:15	12:46	5:41		9hrs 23mins
23-THU	7:54	12:12	12:46	5:38		9hrs 10mins
24-FRI	7:59	12:03	12:50	5:21		8hrs 35mins
25-SAT						Off
26-SUN						Off
27-MON	7:57	12:03	12:54	5:37		8hrs
28-TUE	7:59	12:08	12:49	5:28		8hrs
29-WED	7:57	12:19	12:54	5:25		8hrs
30-THU	7:24	12:10	12:49	5:25		8hrs
31-FRI	7:57	12:12	12:37	6:10		8hrs

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.

mtloredo

MA. THERESA P. LORETO

VERIFIED as to prescribed office hours

ROTACIO S. GRAVOSO
BEATRIZ S. BELONIAS

Vice President

Office of the Vice President for Academic Affairs

Date Generated: Jun/03/2024 09:24:40