

**DAILY TIME RECORD****ASIO, LUZ G.**

(NAME)

For the month of


April 1 - 30, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:56	12:10	1:10	5:04	8hrs	
2-SAT	S	S	S	S		Off
3-SUN	S	S	S	S		Off
4-MON	8:06	12:10	1:08	5:10	8hrs	
5-TUE	7:29	12:10	1:10	5:11	8hrs	
6-WED	7:43	12:06	1:10	5:10	4hrs	4hrs
7-THU	7:38	12:06	1:10	5:10	4hrs	4hrs
8-FRI	7:53	12:10	1:10	5:03	8hrs	
9-SAT	S	S	S	S		Off
10-SUN	S	S	S	S		Off
11-MON						Absent SUSPENDED 8:00 am 5:00 pm
12-TUE						Absent SUSPENDED 8:00 am 5:00 pm
13-WED						Absent SUSPENDED 8:00 am 5:00 pm
14-THU						Holiday
15-FRI						Holiday
16-SAT	S	S	S	S		Off
17-SUN	S	S	S	S		Off
18-MON	7:39	12:10	1:07	5:10	8hrs	
19-TUE	7:15	12:10	1:10	6:08	8hrs	
20-WED	7:22	12:10	1:10	6:15	8hrs	
21-THU	7:48	12:10	1:10	5:11	8hrs	
22-FRI	7:56	12:24	1:10	4:55	4hrs	4hrs
23-SAT	S	S	S	S		Off
24-SUN	S	S	S	S		Off
25-MON						Absent
26-TUE		Colonity leave				Absent
27-WED						Absent
28-THU						Absent
29-FRI		Sick leave				Absent
30-SAT	S	S	S	S		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.

  
**LUZ G. ASIO**

VERIFIED as to prescribed office hours

  
**RUTH O. ESCASINAS**

Department Head  
 Department of Agronomy

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