

DAILY TIME RECORD

LINA, EUSEBIO R. JR.

(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-MON						holiday
2-TUE	7:55	12:00	1:00	5:06		
3-WED	8:00	12:00	1:00	5:30		
4-THU	8:00	12:00	1:00	5:10		
5-FRI	on	leave				
6-SAT						Off
7-SUN						Off
8-MON						holiday
9-TUE	8:00	12:00	12:55	5:01		
10-WED	7:55	12:05	1:00	6:20		
11-THU	7:57	12:10	1:00	5:25		
12-FRI	8:00	12:00	12:55	5:00		
13-SAT						Off
14-SUN						Off
15-MON	8:00	12:00	1:00	5:06		
16-TUE	8:00	12:05	12:55	5:06		
17-WED	7:55	12:00	1:00	6:15		
18-THU	7:57	12:10	12:57	5:20		
19-FRI	8:00	12:00	1:00	5:00		
20-SAT						Off
21-SUN						Off
22-MON	7:58	12:00	1:00	5:25		
23-TUE	8:00	12:00	1:00	5:20		
24-WED	8:00	12:00	1:00	5:55		
25-THU	7:55	12:00	1:00	5:25		
26-FRI	8:00	12:00	1:00	5:00		
27-SAT						Off
28-SUN						Off
29-MON	8:00	12:00	1:00	5:00		
30-TUE						holiday

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.

EUSEBIO R. LINA JR.

VERIFIED as to prescribed office hours

MA. THERESA P. LORETO

College Dean
College of Arts and Sciences

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