

DAILY TIME RECORD**LUNA, MERIAM 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		
-SAT						Off
-SUN						Off
-MON	7:57	12:06	12:56	5:10		
-TUE	7:57	12:07	12:55	5:15		
-WED	8:02	12:05	1:00	5:09		
-THU	8:06	12:08	12:59	5:10		
-FRI	8:14	12:13	12:56	5:10		
-SAT						Off
-SUN						Off
0-MON	8:14	12:06	12:55	5:10		
1-TUE	9:10	12:07	12:59	5:02		
2-WED	Work From Home					
3-THU	Work From Home					
4-FRI	Work From Home					
5-SAT						Off
6-SUN						Off
7-MON	Sick Leave					
8-TUE	Work From Home					
9-WED	Work From Home					
0-THU	7:55	12:10	12:59	5:15		
1-FRI	8:06	12:05	12:50	5:15		
2-SAT						Off
3-SUN						Off
4-MON	8:10	12:10	12:55	5:20		
5-TUE	9:25	12:10	12:52	5:20		
6-WED	7:50	12:05	12:57	5:25		
7-THU	8:05	12:06	12:57	5:15		
8-FRI	7:59	12:20	12:58	5:25		
9-SAT						Off
0-SUN						Off
1-MON	8:10	12:10	12:58	5:20		

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.


MERIAM M. LUNA

VERIFIED as to prescribed office hours


MANOLO B. LORETO JR.

Department Head
University Student Services Office

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For the month of

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6-THU	8:06	12:08	12:59	5:10		
7-FRI	8:14	12:13	12:56	5:10		
8-SAT						Off
9-SUN						Off
10-MON	8:14	12:06	12:55	5:10		
11-TUE	9:10	12:07	12:59	5:02		
12-WED	Work From Home					
13-THU	Work From Home					
14-FRI	Work From Home					
15-SAT						Off
16-SUN						Off
17-MON	Sick Leave					
18-TUE	Work From Home					
19-WED	Work From Home					
20-THU	7:55	12:10	12:59	5:15		
21-FRI	8:06	12:05	12:50	5:15		
22-SAT						Off
23-SUN						Off
24-MON	8:10	12:10	12:55	5:20		
25-TUE	9:25	12:10	12:52	5:20		
26-WED	7:50	12:05	12:57	5:25		
27-THU	8:05	12:06	12:57	5:15		
28-FRI	7:59	12:20	12:58	5:25		
29-SAT						Off
30-SUN						Off
31-MON	8:10	12:10	12:58	5:20		

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MERIAM M. LUNA

VERIFIED as to prescribed office hours


MANOLO B. LORETO JR.

Department Head
University Student Services Office

DAILY TIME RECORD**ALKUINO, PEDRO O.**

(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	6:20	10:10	1:00	5:25		Absent
4-TUE	6:22	10:10	1:20	5:45		Absent
5-WED	6:18	10:08	1:10	5:50		Absent
6-THU	6:20	10:08	1:08	5:30		Absent
7-FRI	6:18	10:08	12:52	5:50		Absent
8-SAT						Off
9-SUN						Off
10-MON	6:20	10:12	1:00	5:30		Absent
11-TUE	6:18	10:06	1:00	5:35		Absent
12-WED	6:20	10:06	1:00	5:36		Absent
13-THU	6:18	10:25	1:00	5:20		Absent
14-FRI	6:15	10:06	1:05	5:20		Absent
15-SAT						Off
16-SUN						Off
17-MON	6:25	10:06	1:10	5:35		Absent
18-TUE	6:25	10:22	1:00	5:20		Absent
19-WED	6:18	10:15	1:00	5:32		Absent
20-THU	6:16	10:05	1:00	5:25		Absent
21-FRI	6:18	10:05	1:00	5:35		Absent
22-SAT						Off
23-SUN						Off
24-MON	6:20	10:06	1:20	5:45		Absent
25-TUE	6:18	10:25	1:15	5:35		Absent
26-WED	6:18	10:06	1:20	5:52		Absent
27-THU	6:20	10:30	1:06	5:35		Absent
28-FRI	6:18	10:15	1:15	5:38		Absent
29-SAT						Off
30-SUN						Off
31-MON	6:18	10:08	1:00	5:46		Absent

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.


PEDRO O. ALKUINO

VERIFIED as to prescribed office hours


MANOLO B. LORETO JR.

Department Head
University Student Services Office

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(NAME)

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2-SUN						Off
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4-TUE	6:22	10:10	1:20	5:45		Absent
5-WED	6:18	10:08	1:10	5:50		Absent
6-THU	6:20	10:08	1:08	5:30		Absent
7-FRI	6:18	10:08	12:52	5:50		Absent
8-SAT						Off
9-SUN						Off
10-MON	6:20	10:12	1:00	5:30		Absent
11-TUE	6:18	10:06	1:00	5:35		Absent
12-WED	6:20	10:06	1:00	5:36		Absent
13-THU	6:18	10:25	1:00	5:20		Absent
14-FRI	6:15	10:06	1:05	5:20		Absent
15-SAT						Off
16-SUN						Off
17-MON	6:25	10:06	1:10	5:35		Absent
18-TUE	6:25	10:22	1:00	5:20		Absent
19-WED	6:18	10:15	1:00	5:32		Absent
20-THU	6:16	10:05	1:00	5:25		Absent
21-FRI	6:18	10:05	1:00	5:35		Absent
22-SAT						Off
23-SUN						Off
24-MON	6:20	10:06	1:20	5:45		Absent
25-TUE	6:18	10:25	1:15	5:35		Absent
26-WED	6:18	10:06	1:20	5:52		Absent
27-THU	6:20	10:30	1:06	5:35		Absent
28-FRI	6:18	10:15	1:15	5:38		Absent
29-SAT						Off
30-SUN						Off
31-MON						Absent

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MANOLO B. LORETO JR.

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