

DAILY TIME RECORD

CIMA FRANCA, LYNETTE C.

(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				Absent
2-TUE		WORK-FROM-HOME				Absent
3-WED		WORK-FROM-HOME				Absent
4-THU		WORK-FROM-HOME				Absent
5-FRI		OFFICIAL TRAVEL				Absent
6-SAT						Off
7-SUN						Off
8-MON		HOLIDAY				Absent
9-TUE		ON-LEAVE		WORK-FROM-HOME		Absent
10-WED		WFH (AM)		ON-LEAVE (PM)		Absent
11-THU		ON-LEAVE				Absent
12-FRI		WORK-FROM-HOME				Absent
13-SAT						Off
14-SUN						Off
15-MON		WORK-FROM-HOME				Absent
16-TUE		WORK-FROM-HOME				Absent
17-WED		WORK-FROM-HOME				Absent
18-THU		WORK-FROM-HOME				Absent
19-FRI		WORK-FROM-HOME				Absent
20-SAT						Off
21-SUN						Off
22-MON	8:05	12:01	12:35	7:23		Absent
23-TUE		WORK-FROM-HOME				Absent
24-WED		WORK-FROM-HOME				Absent
25-THU		WORK-FROM-HOME				Absent
26-FRI	9:45	11:30		WFH		Absent
27-SAT						Off
28-SUN						Off
29-MON	8:07	12:15	12:45	5:05		Absent
30-TUE		WORK-FROM-HOME				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.


LYNETTE C. CIMA FRANCA

VERIFIED as to prescribed office hours


LORINA A. GALVEZ

Department Head
Department of Food Science and Technology