

DAILY TIME RECORD **CAPARAS, MERRY JEAN A.** (NAME)

For the month of
December 1 - 31, 2022
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	7:58	12:22	12:27	6:07		8hrs
2-FRI						OB <i>Merry</i>
3-SAT						Off
4-SUN						Off
5-MON						OB <i>Merry</i>
6-TUE						OB <i>Merry</i>
7-WED						OB <i>Merry</i>
8-THU						Holiday
9-FRI						OB <i>Merry</i>
10-SAT						Off
11-SUN						Off
12-MON						OB <i>Merry</i>
13-TUE	8:11	12:06	12:13	5:59	11mins	7hrs 49mins
14-WED	12:52	12:51	12:52	9:37		8hrs
15-THU	8:01	12:53	12:54	5:18	1min	7hrs 59mins
16-FRI	8:13	12:05	12:08	5:35	13mins	7hrs 47mins
17-SAT						Off
18-SUN						Off
19-MON	8:46	12:24	12:25	6:11	46mins	7hrs 14mins
20-TUE	7:29	12:03	12:45	6:30		8hrs
21-WED						OB
22-THU	7:55	12:04	12:25	5:31		8hrs
23-FRI	7:52	12:06	12:08	5:08		8hrs
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE	8:43	12:28	12:35	5:30	43mins	7hrs 17mins
28-WED	7:54	12:13	12:14	5:01		8hrs
29-THU	7:51	12:07	12:41	5:05		8hrs
30-FRI						Holiday
31-SAT						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.

Merry
MERRY JEAN A. CAPARAS

VERIFIED as to prescribed office hours

Lilian B. Nunez
LILIAN B. NUNEZ

Department Head
 Institute for Strategic Research & Development Studies

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