

DAILY TIME RECORD**MONDAL, NELSIE F.**

(NAME)

For the month of

December 1 - 31, 2021

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	Work from Home approved by Head					
2-THU	7:59	12:02	12:50	5:00		
3-FRI	7:52	12:05	12:56	5:00		
4-SAT						Off
5-SUN						Off
6-MON	7:50	12:00	12:55	5:00		
7-TUE	7:54	12:05	12:55	5:00		
8-WED	Immaculate Conception Holiday					
9-THU	7:51	12:05	12:58	5:00		
10-FRI	7:49	12:02	12:50	5:00		
11-SAT						Off
12-SUN						Off
13-MON	7:50	12:00	12:50	5:00		
14-TUE	8:00	12:02	12:55	5:00		
15-WED	7:58	12:05	No work in preparation for typhoon ODETTE			
16-THU	No work because of Typhoon ODETTE					
17-FRI						
18-SAT						Off
19-SUN						Off
20-MON	7:58	12:05	12:56	5:00		
21-TUE	LEAVE		12:50	5:00		
22-WED	7:52	12:02	12:50	5:00		
23-THU	7:56	12:05	12:50	5:00		
24-FRI	7:54	12:00	NW			
25-SAT						Off
26-SUN						Off
27-MON	8:00	12:06	12:56	5:00		
28-TUE	7:50	12:06	12:50	5:06		
29-WED	8:00	12:02	12:58	5:00		
30-THU	HOLIDAY					
31-FRI	LEAVE		NW			

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.


NELSIE F. MONDAL

VERIFIED as to prescribed office hours


BEATRIZ S. BELONIAS

Vice President
Office of the Vice President for Academic Affairs