

**DAILY TIME RECORD****ALBA, ARTURO B. JR.**

(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	6:45	12:00	1:00	5:02	18	Absent
4-TUE	5:11	12:00	1:00	5:00	8hrs	Absent
5-WED	5:05	12:00	1:00	5:03	8hrs	Absent
6-THU	6:12	12:00	1:00	5:02	18	Absent
7-FRI	6:18	12:00	1:00	5:00	18	Absent
8-SAT						Off
9-SUN						Off
10-MON	6:45	12:00	1:00	5:01	18	Absent
11-TUE	Calamity leave				18	Absent
12-WED	7:00	12:00	1:00	5:04	18	Absent
13-THU	Calamity leave				18	Absent
14-FRI	6:50	12:00	1:00	5:02	18	Absent
15-SAT						Off
16-SUN						Off
17-MON	6:00	12:00	1:00	5:01	18	Absent
18-TUE	7:20	12:00	1:00	5:02	18	Absent
19-WED	7:00	12:00	1:00	5:00	18	Absent
20-THU	7:12	12:00	1:00	5:00	18	Absent
21-FRI	7:15	12:00	1:00	5:02	18	Absent
22-SAT						Off
23-SUN						Off
24-MON	7:30	12:00	1:00	5:00	18	Absent
25-TUE	7:40	12:00	1:00	5:00	18	Absent
26-WED	7:09	12:00	1:00	5:02	18	Absent
27-THU	7:25	12:00	1:00	5:00	18	Absent
28-FRI	8:00	12:00	1:00	5:00	18	Absent
29-SAT						Off
30-SUN						Off
31-MON	7:58	12:00	1:00	5:01	18	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.



**ARTURO B. ALBA JR.**

VERIFIED as to prescribed office hours



**CHARIS B. LIMBO**

Department Head  
Institute of Human Kinetics