

DAILY TIME RECORD
CERNA, MIZAE B.
(NAME)

For the month of
April 1 - 30, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED	8:03	12:29	12:30	5:08	3mins	7hrs 57mins
3-THU	8:13	12:00	12:22	5:20	13mins	7hrs 47mins
4-FRI			1:09	5:18	9mins	3hrs 51mins (SLP half day)
5-SAT						Off
6-SUN						Off
7-MON	8:13	12:28	12:52	5:25	13mins	7hrs 47mins
8-TUE	8:13	12:04	12:26	5:21	13mins	7hrs 47mins
9-WED						Holiday
10-THU					VL	✓
11-FRI					VL	✓
12-SAT						Off
13-SUN						Off
14-MON	8:19	12:14	12:26	5:53	19mins	7hrs 41mins
15-TUE	8:27	12:11	12:13	5:23	27mins	7hrs 33mins
16-WED	8:20	12:23				3hrs 40mins SUSPENDED 12:00 pm 11:59 pm
17-THU						Holiday
18-FRI						Holiday
19-SAT						Off
20-SUN						Off
21-MON	7:21	12:09	12:31	5:20		8hrs
22-TUE	8:23	12:01	12:05	5:34	23mins	7hrs 37mins
23-WED	8:00	12:02	12:53	5:34		8hrs
24-THU	8:27	12:30	12:45	5:21	27mins	7hrs 33mins
25-FRI	8:24	12:51	12:52	5:29	24mins	7hrs 36mins
26-SAT						Off
27-SUN						Off
28-MON	7:58	12:16	12:18	5:18		101ST VSU ANNIVERSARY
29-TUE	8:57	12:00	12:30	5:00		101ST VSU ANNIVERSARY
30-WED	8:11	12:00	12:30	5:00		101ST VSU ANNIVERSARY

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.

MIZAE B. CERNA

VERIFIED as to prescribed office hours

LILIAN B. NUÑEZ

Department Head

Institute for Strategic Research and Development Studies

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