

DAILY TIME RECORD **FLORENDO, ALFREDO D. JR.** (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	4:25	10:30	1:20	5:23	8hrs	
2-THU	4:21	10:31	1:20	5:30	5hrs 29mins	2hrs 31mins
3-FRI	4:29	10:31	1:10	5:31	1hr 39mins	6hrs 21mins
4-SAT						Off
5-SUN						Off
6-MON	4:24	10:32	1:14	5:21	1hr 42mins	6hrs 18mins
7-TUE	4:25	10:37	1:30	5:43	5hrs 23mins	2hrs 37mins
8-WED	H-DAY					Absent
9-THU	4:30	10:38	1:21	5:30	5hrs 22mins	2hrs 38mins
10-FRI	4:39	10:36	1:30	5:30	5hrs 24mins	2hrs 36mins
11-SAT						Off
12-SUN						Off
13-MON	S L P leave					Absent
14-TUE	4:23	10:30	1:23	5:30	8hrs	
15-WED	4:25	10:31	1:30	5:30	5hrs 29mins	2hrs 31mins
16-THU	Typhoon					Absent
17-FRI	Typhoon					Absent
18-SAT						Off
19-SUN						Off
20-MON	4:30	10:30	1:30	5:30		Absent
21-TUE	4:30	10:30	1:30	5:30		Absent
22-WED	4:30	10:30	1:30	5:30		Absent
23-THU	S L P leave					Absent
24-FRI	S L P leave					Absent
25-SAT						Off
26-SUN						Off
27-MON	Catastrophic leave					
28-TUE	Catastrophic leave					Absent
29-WED	Catastrophic leave					
30-THU	H-DAY					Absent
31-FRI	Catastrophic leave					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.


ALFREDO D. FLORENDO JR.

VERIFIED as to prescribed office hours

BEATRIZ S. BELONIAS

Vice President
 Office of the Vice President for Academic Affairs