

DAILY TIME RECORD

SARAH JEAN C. SUGANO

(Name)

For the Month of November 2021

Official hours for arrival: Regular Day _____

and departure Saturdays

Day	A.M.		P.M.		Undertime	
	Arrival	Depar	Arrival	Depar	Hour	Min
1.	H O L I D A Y					
2.	8:00	12:00	1:00	5:00		
3.	8:00	12:00	1:00	5:00		
4.	8:00	12:00	1:00	5:00		
5.	8:00	12:00	1:00	5:00		
6.	S A T U R D A Y					
7.	S U N D A Y					
8.	H O L I D A Y					
9.	8:00	12:00	1:00	5:00		
10.	8:00	12:00	1:00	5:00		
11.	8:00	12:00	1:00	5:00		
12.	8:00	12:00	1:00	5:00		
13.	S A T U R D A Y					
14.	S U N D A Y					
15.	8:00	12:00	1:00	5:00		
16.	8:00	12:00	1:00	5:00		
17.	8:00	12:00	1:00	5:00		
18.	8:00	12:00	1:00	5:00		
19.	8:00	12:00	1:00	5:00		
20.	S A T U R D A Y					
21.	S U N D A Y					
22.	8:00	12:00	1:00	5:00		
23.	8:00	12:00	1:00	5:00		
24.	8:00	12:00	1:00	5:00		
25.	8:00	12:00	1:00	5:00		
26.	8:00	12:00	1:00	5:00		
27.	S A T U R D A Y					
28.	S U N D A Y					
29.	8:00	12:00	1:00	5:00		
30.	H O L I D A Y					
31.						

I certify on my honor that the above is a true correct reports of the hours of work performed, record of which was made daily at the time of arrival at and departure from office.

SARAH JEAN C. SUGANO

Verified to the prescribed office hours.

MA. THERESA P. LORETO

Director, Advanced Research and Innovation Center