

DAILY TIME RECORD

SUGANO, SARAH JEAN C.
(NAME)

For the month of
August 1 - 31, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	8:01	12:12	12:38	5:04		8hrs
2-TUE						SPL
3-WED						SL
4-THU						SL
5-FRI						SL
6-SAT						Off
7-SUN						Off
8-MON						SL
9-TUE						SL
10-WED						SL
11-THU	8:03	12:00	1:00	5:10		8hrs
12-FRI						SL
13-SAT						Off
14-SUN						Off
15-MON	8:10	12:02	12:50	5:09		8hrs
16-TUE	8:08	12:00	1:00	5:10		8hrs
17-WED	8:08	12:18	12:59	5:16		8hrs
18-THU	8:05	12:24	12:46	5:03		8hrs
19-FRI	8:00	12:07	12:48	5:06		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:57	12:11	12:55	5:06		8hrs
23-TUE	8:02	12:03	12:48	5:03		8hrs
24-WED	8:15	12:02	12:58	5:02	9mins	7hrs 51mins
25-THU	8:02	12:01	12:54	5:07		8hrs
26-FRI	7:59	12:03	12:45	5:00		8hrs
27-SAT						Off
28-SUN						Off
29-MON						Holiday
30-TUE	8:04	12:14	12:57	5:13		8hrs
31-WED	7:57	12:09	12:52	5:33		8hrs

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.


SARAH JEAN C. SUGANO

VERIFIED as to prescribed office hours


MA. THERESA P. LORETO

Department Head
Advanced Research and Innovation Center