

DAILY TIME RECORD
CAPARAS, MERRY JEAN A.
(NAME)

For the month of
April 1 - 30, 2024
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	6:43	12:22	12:54	5:26		8hrs
2-TUE	7:49	12:56	12:57	5:07		8hrs
3-WED	7:56	12:01	12:03	5:00		8hrs
4-THU	6:41	12:39	12:50	5:00		8hrs
5-FRI	7:52	12:55	12:59		4hrs	4hrs
6-SAT						Off
7-SUN						Off
8-MON						SL
9-TUE						Holiday
10-WED						Holiday
11-THU						SL
12-FRI	8:00	12:48	12:52	5:00		8hrs
13-SAT						Off
14-SUN						Off
15-MON	6:42	12:27	12:52	5:21		8hrs
16-TUE	7:55	12:13	12:55	5:21		8hrs
17-WED	8:00	12:13	12:41	9:13		8hrs
18-THU						SL
19-FRI	7:46	12:01	12:05	5:00		8hrs
20-SAT						Off
21-SUN						Off
22-MON	8:00	12:00	1:00	5:00		VSU CENTENNIAL ANNIVERSARY CELEBRATION
23-TUE	8:00	12:00	1:00	5:00		VSU CENTENNIAL ANNIVERSARY CELEBRATION
24-WED	8:00	12:00	1:00	5:00		VSU CENTENNIAL ANNIVERSARY CELEBRATION
25-THU	8:00	12:00	1:00	5:00		VSU CENTENNIAL ANNIVERSARY CELEBRATION
26-FRI	8:00	12:00	1:00	5:00		VSU CENTENNIAL ANNIVERSARY CELEBRATION
27-SAT						VSU CENTENNIAL ANNIVERSARY CELEBRATION
28-SUN						VSU CENTENNIAL ANNIVERSARY CELEBRATION
29-MON						SL
30-TUE						VSU CENTENNIAL ANNIVERSARY CELEBRATION

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.

MERRY JEAN A. CAPARAS

VERIFIED as to prescribed office hours

LILIAN B. NUÑEZ

Department Head
Institute for Strategic Research & Development Studies

DAILY TIME RECORD
CAPARAS, MERRY JEAN A.
(NAME)

For the month of
April 1 - 30, 2024
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	6:43	12:22	12:54	5:26		8hrs
2-TUE	7:49	12:56	12:57	5:07		8hrs
3-WED	7:56	12:01	12:03	5:00		8hrs
4-THU	6:41	12:39	12:50	5:00		8hrs
5-FRI	7:52	12:55	12:59		4hrs	4hrs
6-SAT						Off
7-SUN						Off
8-MON						SL
9-TUE						Holiday
10-WED						Holiday
11-THU						SL
12-FRI	8:00	12:48	12:52	5:00		8hrs
13-SAT						Off
14-SUN						Off
15-MON	6:42	12:27	12:52	5:21		8hrs
16-TUE	7:55	12:13	12:55	5:21		8hrs
17-WED	8:00	12:13	12:41	9:13		8hrs
18-THU						SL
19-FRI	7:46	12:01	12:05	5:00		8hrs
20-SAT						Off
21-SUN						Off
22-MON	8:00	12:00	1:00	5:00		VSU CENTENNIAL ANNIVERSARY CELEBRATION
23-TUE	8:00	12:00	1:00	5:00		VSU CENTENNIAL ANNIVERSARY CELEBRATION
24-WED	8:00	12:00	1:00	5:00		VSU CENTENNIAL ANNIVERSARY CELEBRATION
25-THU	8:00	12:00	1:00	5:00		VSU CENTENNIAL ANNIVERSARY CELEBRATION
26-FRI	8:00	12:00	1:00	5:00		VSU CENTENNIAL ANNIVERSARY CELEBRATION
27-SAT						VSU CENTENNIAL ANNIVERSARY CELEBRATION
28-SUN						VSU CENTENNIAL ANNIVERSARY CELEBRATION
29-MON						SL
30-TUE						VSU CENTENNIAL ANNIVERSARY CELEBRATION

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.

MERRY JEAN A. CAPARAS

VERIFIED as to prescribed office hours

LILIAN B. NUÑEZ

Department Head
Institute for Strategic Research & Development Studies