

DAILY TIME RECORD

Ma. Theresa P. Loreto
(Name)

For the Month of February 1-28, 2022

Official hours for arrival: Regular Day _____

and departure Saturdays _____

Day	A.M.		P.M.		Undertime	
	Arrival	Depar	Arrival	Depar	Hour	Min
1.			HOLIDAY			
2.	8:00	12:00	1:00	5:30		
3.	8:00	12:00	1:00	5:25		
4.	8:00	12:00	1:00	5:20		
5.			SATURDAY			
6.			SUNDAY			
7.	8:00	12:00	1:00	5:20		
8.	8:00	12:00	1:00	5:30		
9.	8:00	12:00	1:00	6:00		
10.	8:00	12:00	1:00	5:20		
11.	8:00	12:00	1:00	5:30		
12.			SATURDAY			
13.			SUNDAY			
14.	8:00	12:00	1:00	5:20		
15.	8:00	12:00	1:00	5:30		
16.	8:00	12:00	1:00	5:25		
17.	8:00	12:00	1:00	5:30		
18.	8:00	12:00	1:00	5:30		
19.			SATURDAY			
20.			SUNDAY			
21.	8:00	12:00	1:00	5:30		
22.	8:00	12:00	1:00	5:40		
23.	8:00	12:00	1:00	5:30		
24.	8:00	12:00	1:00	5:30		
25.			HOLIDAY			
26.			SATURDAY			
27.			SUNDAY			
28.	8:00	12:00	1:00	5:30		
29.						
30.						
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.

MA. THERESA P. LORETO

Verified to the prescribed office hours.

BEATRIZ S. BELONIAS

VP for Academic Affairs