

DAILY TIME RECORD

LINA, EUSEBIO R. 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	8:00	12:00	1:00	5:10		
2-THU	7:55	12:00	1:00	5:25		
3-FRI	8:00	12:00	1:00	5:00		
4-SAT						Off
5-SUN						Off
6-MON	8:00	12:00	1:00	5:10		
7-TUE	7:55	12:00	1:00	5:10		
8-WED						Holiday
9-THU	8:00	12:00	1:00	5:15		
10-FRI	8:00	12:00	1:00	5:00		
11-SAT						Off
12-SUN						Off
13-MON	8:00	12:00	1:00	5:00		
14-TUE	8:00	12:00	1:00	5:00		
15-WED	8:00	12:00	work	suspended		
16-THU	work	suspended				
17-FRI	work	suspended				
18-SAT						Off
19-SUN						Off
20-MON	8:00	12:00	1:00	5:00		
21-TUE	8:00	12:00	1:00	5:00		
22-WED	8:00	12:00	1:00	5:00		
23-THU	8:00	12:00	1:00	5:00		
24-FRI	8:00		work	suspended		
25-SAT						Off
26-SUN						Off
27-MON	FL					On leave
28-TUE	8:00	12:00	1:00	5:00		
29-WED	FL					On leave
30-THU						Holiday
31-FRI	FL					On leave

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.

EUSEBIO R. LINA JR.

MA. THERESA P. LORETO

College Dean
College of Arts and Sciences

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EUSEBIO R. LINA JR.

MA. THERESA P. LORETO

College Dean
College of Arts and Sciences

VERIFIED as to prescribed office hours