

# **DAILY TIME RECORD** **INSIK, MARIA ROBELYN A.** (NAME)


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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	7:57	1:18	1:53	7:14		8hrs
4-TUE	9:31	12:46	12:47	7:35		8hrs
5-WED	9:54	1:11	1:12	7:10		8hrs
6-THU	9:42	12:15	12:30	7:40		8hrs
7-FRI	9:03	1:31	1:31	7:11		8hrs
8-SAT						Off
9-SUN						Off
10-MON	8:56	1:05	1:46	7:08		8hrs
11-TUE	9:51	12:28	12:28	7:35		8hrs
12-WED	9:43	1:57	1:57	8:13		8hrs
13-THU	9:45	12:14	12:32	8:01		8hrs
14-FRI	8:44	1:05	1:43	7:13		8hrs
15-SAT						Off
16-SUN						Off
17-MON	8:47	1:06	1:06	5:32		8hrs
18-TUE	9:37	1:08	1:08	5:08	29mins	7hrs 31mins
19-WED	5:15	12:09	1:00	5:00		8hrs
20-THU						Holiday
21-FRI	9:09	1:24	1:24	6:10		8hrs
22-SAT						Off
23-SUN						Off
24-MON	8:49	1:04	1:04	7:09		8hrs
25-TUE	9:55	12:43	12:44	7:15		8hrs
26-WED	9:23	1:36	1:36	7:47		8hrs
27-THU	9:04	12:40	12:41	7:14		8hrs
28-FRI	8:50	1:55	1:00	5:00		8hrs SUSPENDED 1:00 pm 5:00 pm
29-SAT						Off
30-SUN						Off
31-MON						Holiday

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.

  
**MARIA ROBELYN A. INSIK**

VERIFIED as to prescribed office hours

  
**ELIZABETH S. QUEVEDO**

Department Head  
 Department of Pure and Applied Chemistry