

DAILY TIME RECORD

CERNA, MIZAE B.

(NAME)

For the month of  
October 1 - 31, 2025  
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	12:05	5:16		8hrs
2-THU	7:50	12:00	12:01	5:08		8hrs
3-FRI	8:20	11:57	12:03	5:18	23mins	7hrs 37mins
4-SAT						Off
5-SUN						Off
6-MON	8:02	12:00	12:32	5:11	2mins	7hrs 58mins
7-TUE	8:03	12:03	12:27	5:22	3mins	7hrs 57mins
8-WED	8:08	12:00	12:24	5:15	8mins	7hrs 52mins
9-THU	8:02	12:03	12:06	5:24	2mins	7hrs 58mins
10-FRI	8:11	12:06	12:07	5:00	11mins	7hrs 49mins
11-SAT						Off
12-SUN						Off
13-MON	8:03	12:17	12:19	5:25	3mins	7hrs 57mins
14-TUE	7:56	12:02	12:05	5:43		8hrs
15-WED						VL
16-THU						VL
17-FRI	7:47	12:03	12:19	5:18		8hrs
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	8:01	12:47	12:48	5:09	1min	7hrs 59mins
22-WED	8:12	12:04	12:06	5:09	12mins	7hrs 48mins
23-THU	7:54	12:20	12:55	5:09		8hrs
24-FRI	7:59	12:11	12:14	5:11		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:51	12:10	12:11	5:12		8hrs
28-TUE	8:08	12:12	12:15	5:16	8mins	7hrs 52mins
29-WED						FL
30-THU	8:04	12:10	12:26	5:16	4mins	7hrs 56mins
31-FRI						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.

MIZAE B. CERNA

VERIFIED as to prescribed office hours

LILIAN B. NUÑEZ

Department Head  
Institute for Strategic Research and Development Studies

DAILY TIME RECORD

CERNA, MIZAE B.

(NAME)

For the month of  
October 1 - 31, 2025  
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	12:05	5:16		8hrs
2-THU	7:50	12:00	12:01	5:08		8hrs
3-FRI	8:20	11:57	12:03	5:18	23mins	7hrs 37mins
4-SAT						Off
5-SUN						Off
6-MON	8:02	12:00	12:32	5:11	2mins	7hrs 58mins
7-TUE	8:03	12:03	12:27	5:22	3mins	7hrs 57mins
8-WED	8:08	12:00	12:24	5:15	8mins	7hrs 52mins
9-THU	8:02	12:03	12:06	5:24	2mins	7hrs 58mins
10-FRI	8:11	12:06	12:07	5:00	11mins	7hrs 49mins
11-SAT						Off
12-SUN						Off
13-MON	8:03	12:17	12:19	5:25	3mins	7hrs 57mins
14-TUE	7:56	12:02	12:05	5:43		8hrs
15-WED						VL
16-THU						VL
17-FRI	7:47	12:03	12:19	5:18		8hrs
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	8:01	12:47	12:48	5:09	1min	7hrs 59mins
22-WED	8:12	12:04	12:06	5:09	12mins	7hrs 48mins
23-THU	7:54	12:20	12:55	5:09		8hrs
24-FRI	7:59	12:11	12:14	5:11		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:51	12:10	12:11	5:12		8hrs
28-TUE	8:08	12:12	12:15	5:16	8mins	7hrs 52mins
29-WED						FL
30-THU	8:04	12:10	12:26	5:16	4mins	7hrs 56mins
31-FRI						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.

MIZAE B. CERNA

VERIFIED as to prescribed office hours

LILIAN B. NUÑEZ

Department Head  
Institute for Strategic Research and Development Studies