

DAILY TIME RECORD

LEORNA, NILO L.

(NAME)

For the month of
December 1 - 31, 2024
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	7:39	12:38	12:46	5:46		8hrs
3-TUE	7:55	12:52	12:53	5:37		8hrs
4-WED	7:52	12:53	12:54	5:09		8hrs
5-THU	7:54	12:53	12:54	5:14		8hrs
6-FRI	7:27	12:53	12:54	5:49		8hrs
7-SAT						Off
8-SUN						Off
9-MON	7:34	12:54	12:55	6:22		10hrs 47mins
10-TUE	7:46	12:47	12:48	5:35		9hrs 48mins
11-WED	7:47	12:10	12:15	5:04		9hrs 12mins
12-THU	7:56	12:44	12:46	5:15		9hrs 17mins
13-FRI						VL
14-SAT						Off
15-SUN						Off
16-MON	8:05	12:21	12:22	5:42	5mins	7hrs 55mins
17-TUE	7:58	12:54	12:55	5:28		8hrs
18-WED	7:21	12:00	1:00	5:05		8hrs
19-THU	7:39	12:00	1:00	5:36		8hrs
20-FRI						VL
21-SAT						Off
22-SUN						Off
23-MON						VL
24-TUE						Holiday
25-WED						Holiday
26-THU	7:53	12:12	12:51		4hrs	4hrs
27-FRI						EDL
28-SAT						Off
29-SUN						Off
30-MON						Holiday
31-TUE						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.

NILO L. LEORNA

VERIFIED as to prescribed office hours

JANNET C. BENCURE

Department Head
Faculty of Engineering

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