

DAILY TIME RECORD**CERNA, MIZAE B.**

(NAME)

For the month of

November 1 - 30, 2025

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						SUSPENDED 8:00 am 5:00 pm
4-TUE						SUSPENDED 8:00 am 5:00 pm
5-WED	8:00	12:00	1:00	5:00		8hrs
6-THU	8:00	12:00	1:00	5:00		8hrs
7-FRI						SEL
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	7:40	12:13	12:16	5:35		8hrs
12-WED	8:01	12:21	12:28	5:11	1min	7hrs 59mins
13-THU	7:59	12:15	12:17	5:05		8hrs
14-FRI	7:46	12:00	12:31	5:16		8hrs
15-SAT						Off
16-SUN						Off
17-MON	7:51	12:17	12:41	5:14		8hrs
18-TUE	8:02	12:33	12:36	5:14	2mins	7hrs 58mins
19-WED	7:58	12:07	12:11	5:13		8hrs
20-THU	7:54	12:05	12:10	5:27		8hrs
21-FRI						SEL
22-SAT						Off
23-SUN						Off
24-MON						SEL
25-TUE	8:14	12:19	12:28	5:08	14mins	7hrs 46mins
26-WED	7:58	12:00	12:28	5:14		8hrs
27-THU						SEL
28-FRI						SEL
29-SAT						Off
30-SUN						Off

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. NÚÑEZ

Department Head

Institute for Strategic Research and Development Studies