

DAILY TIME RECORD
CERNA, MIZAE B.
(NAME)

For the month of
April 1 - 30, 2024
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	8:12	12:10	12:13		2mins	3hrs 58mins OB 1:00 PM - 5:00 PM
2-TUE	8:12	12:00	12:03	5:14	12mins	7hrs 48mins
3-WED	8:13	12:13	12:18	5:21	13mins	7hrs 47mins
4-THU	8:05	12:02	12:23	5:16	5mins	7hrs 55mins
5-FRI	8:09	12:08	12:11	5:40	9mins	7hrs 51mins
6-SAT						Off
7-SUN						Off
8-MON						OB
9-TUE						Holiday
10-WED						Holiday
11-THU	7:44	12:22	12:23	5:26		8hrs
12-FRI						SL
13-SAT						Off
14-SUN						Off
15-MON	7:49	12:06	12:37	5:33		8hrs
16-TUE	7:51	12:22	12:37	5:22		8hrs
17-WED	8:06	12:12	12:42	5:25	6mins	7hrs 54mins
18-THU	8:15	12:15	12:20	5:10	15mins	7hrs 45mins
19-FRI	8:09	12:14	12:30	5:34	9mins	7hrs 51mins
20-SAT						Off
21-SUN						Off
22-MON	8:00	12:00	12:05	5:14		VSU CENTENNIAL ANNIVERSARY CELEBRATION
23-TUE	8:00	12:00	12:10	5:15		VSU CENTENNIAL ANNIVERSARY CELEBRATION
24-WED	8:00	12:00	12:05	5:10		VSU CENTENNIAL ANNIVERSARY CELEBRATION
25-THU	8:00	12:00	12:00	5:10		VSU CENTENNIAL ANNIVERSARY CELEBRATION
26-FRI	8:00	12:00	12:10	5:05		VSU CENTENNIAL ANNIVERSARY CELEBRATION
27-SAT						VSU CENTENNIAL ANNIVERSARY CELEBRATION
28-SUN						VSU CENTENNIAL ANNIVERSARY CELEBRATION
29-MON	LEAVE					SL
30-TUE						VSU CENTENNIAL ANNIVERSARY CELEBRATION

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 & Development Studies

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