

DAILY TIME RECORD

CERNA, MIZAE B.

(NAME)

For the month of
February 1 - 28, 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	8:01	12:02	12:07	5:24	1min	7hrs 59mins
4-TUE	8:07	12:06	12:17	5:13	7mins	7hrs 53mins
5-WED	8:07	12:17	12:19	5:12	7mins	7hrs 53mins
6-THU	8:10	12:22	12:26	5:24	10mins	7hrs 50mins
7-FRI	8:24	12:08	12:30	5:18	24mins	7hrs 36mins
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 11:59 pm
11-TUE	7:48	12:05	12:09	5:13		8hrs
12-WED	7:47	12:04	12:31	5:05		8hrs
13-THU	8:10	12:07	12:09	5:14	10mins	7hrs 50mins
14-FRI	8:01	12:06	12:54	5:18	1min	7hrs 59mins
15-SAT						Off
16-SUN						Off
17-MON	7:45	12:00	12:07	5:17		8hrs
18-TUE	7:57	12:00	12:05	5:25		8hrs
19-WED	8:00	12:00	12:30	5:15		8hrs
20-THU	8:00	12:00	12:10	5:25		8hrs
21-FRI	8:00	12:08	12:50	5:12		8hrs
22-SAT						Off
23-SUN						Off
24-MON	7:54	12:04	12:30	5:19		8hrs
25-TUE	7:56	12:09	12:14	5:16		8hrs
26-WED	8:02	12:04	12:10	5:16	2mins	7hrs 58mins
27-THU	8:10	12:21	12:49	5:19	10mins	7hrs 50mins
28-FRI	8:03	12:02	12:05	5:24	3mins	7hrs 57mins

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

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