

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

(NAME)

For the month of

May 1 - 31, 2025

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU						Holiday
2-FRI						SL
3-SAT						Off
4-SUN						Off
5-MON	8:11	12:58	12:59	5:18	11mins	7hrs 49mins
6-TUE	8:27	12:01	12:47	5:29	27mins	7hrs 33mins
7-WED	8:15	12:03	12:30	5:15	15mins	7hrs 45mins
8-THU	8:00	12:10	12:35	5:14		8hrs
9-FRI	8:38	12:08	12:10	5:33	38mins	7hrs 22mins
10-SAT						Off
11-SUN						Off
12-MON						Holiday
13-TUE	7:31	12:20	12:22	5:12		8hrs
14-WED	7:53	12:14	12:17	5:14		8hrs
15-THU	7:48	12:01	12:08	5:00		8hrs
16-FRI	8:20	12:19	12:46	5:32	20mins	7hrs 40mins
17-SAT						Off
18-SUN						Off
19-MON	7:42	12:19	12:21	5:13		8hrs
20-TUE	7:57	12:44	12:48	5:13		8hrs
21-WED	7:59	12:02	12:32	5:15		8hrs
22-THU	8:04	12:13	12:35	5:18	4mins	7hrs 56mins
23-FRI						SL
24-SAT						Off
25-SUN						Off
26-MON	7:26	12:03	12:14	5:18		8hrs
27-TUE	8:19	12:13	12:14	5:25	19mins	7hrs 41mins
28-WED	8:07	12:02	12:23	5:32	7mins	7hrs 53mins
29-THU	8:14	12:05	12:06	5:16	14mins	7hrs 46mins
30-FRI						OB
31-SAT						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. NUÑEZ

Department Head

Institute for Strategic Research and Development Studies

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