

DAILY TIME RECORD
AURE, MA. RACHEL KIM L.
(NAME)

For the month of
December 1 - 31, 2021
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	8:00	12:00	1:00	5:00		
2-THU	8:00	12:00	1:00	5:00		
3-FRI	8:00	12:00	1:00	5:00		
4-SAT						Off
5-SUN						Off
6-MON	8:00	12:00	1:00	5:00		
7-TUE	8:00	12:00	1:00	5:00		
8-WED		HOLIDAY				
9-THU	8:00	12:00	1:00	5:00		
10-FRI	8:00	12:00	1:00	5:00		
11-SAT						Off
12-SUN						Off
13-MON	8:00	12:00	1:00	5:00		
14-TUE	8:00	12:00	1:00	5:00		
15-WED	8:00	12:00	1:00	5:00		
16-THU	Suspension of Classes due to Typhoon Odette					
17-FRI						
18-SAT						Off
19-SUN						Off
20-MON	8:00	12:00	1:00	5:00		
21-TUE	8:00	12:00	1:00	5:00		
22-WED	8:00	12:00	1:00	5:00		
23-THU	8:00	12:00	1:00	5:00		
24-FRI	8:00	12:00	Half Day			
25-SAT						Off
26-SUN						Off
27-MON	8:00	12:00	1:00	5:00		
28-TUE	8:00	12:00	1:00	5:00		
29-WED	8:00	12:00	1:00	5:00		
30-THU	8:00	12:00	1:00	5:00		
31-FRI	8:00	12:00	Half Day			


Suspension of classes

Holiday

1 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.


MA. RACHEL KIM L. AURE

VERIFIED as to prescribed office hours


BEATRIZ S. BELONIAS
 VP for Academic Affairs