

DAILY TIME RECORD

**GEMMA C. CATIGAN**

(Name)

For the month of January, 2024  
Employee ID No 387  
Position Permanent - Staff  
Department Campus Administration

Day	AM		PM		TOTAL
	IN	OUT	IN	OUT	
1	New Year's Day				
2	07:57	12:00	12:52	06:10	09:13
3	08:54	12:03	12:53	06:15	08:21
4	08:22	12:02	12:55	06:22	09:00
5	08:24	12:01	12:53	06:01	08:37
6	SATURDAY				
7	SUNDAY				
8	07:53	12:00	12:55	06:00	09:07
9	08:18	12:02	12:51	06:57	09:39
10	08:00	12:00	12:40	05:00	08:00
11	08:55	12:04	12:54	05:50	07:55
12	08:25	12:00	12:30	05:25	08:00
13	SATURDAY				
14	SUNDAY				
15	07:58	12:00	12:30	05:05	08:07
16			01:00	05:06	04:06
17	08:13	12:00	12:33	05:15	08:02
18	08:16	12:09	12:29		03:44
19					
20	SATURDAY				
21	SUNDAY				
22					
23					
24					
25					
26					
27	SATURDAY				
28	SUNDAY				
29					
30					
31					
Total					101:51

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed recorded of which was made daily at the time of arrival in and departure from office.

**GEMMA C. CATIGAN**

Verified as to prescribed office hours

**GLADYS L. PASCUAL , PhD**

In Charge

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