



Mindanao State University – Iligan Institute of Technology

## JUSTIFICATION OF NO TIME IN/OUT (BIOMETRIC TAS)

Responsibility Center: OVCRE			
Date Filed: September 24, 2024			
Name of Personnel	Date (s) to be reconciled	Time (please indicate AM/PM)	Remarks/Reasons
Adam Russel Shane P. Oguis	September 2 - 9, 2024	8:00 am - 12: 00 nn 1:00 pm - 5: 00 pm	Contract is on process No Biometric TAS yet
	September 10 - 20, 2024	8:00 am - 12: 00 nn 1:00 pm - 5: 00 pm	No Biometric TAS yet
	September 23, 2024	8:00 am - 12: 00 nn 1:00 pm - 5: 00 pm	-Morning in & out (No TAS yet)  -Afternoon in (Not yet detected/TAS problem)  -Afternoon out (Early out due to memo)

Certified Correct:

Noted by:

**Daisy Lou L. Polestico**

Project Leader

**EMELYN R. MORDENO**

Chief Admin Officer, HRMD

Noted by:

**JAYPEE S. YONGCO**

Executive Assistant  
OVCRE