

DAILY TIME RECORD
GORRE, ELVIRA B.
(NAME)

For the month of
November 1 - 30, 2023
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						Holiday
2-THU						Holiday
3-FRI						CTO
4-SAT						Off
5-SUN						Off
6-MON	7:55	12:30	7:55	5:54		8hrs
7-TUE	7:56	12:37	12:59	5:26		8hrs
8-WED	7:52	12:12	12:44	5:34		8hrs
9-THU	7:58	12:14	12:31	5:05		8hrs
10-FRI	7:55	12:20	12:50	5:33		8hrs
11-SAT						Off
12-SUN						Off
13-MON	7:59	12:20	12:55	5:33		8hrs
14-TUE	7:50	12:12	12:50	5:02		8hrs
15-WED	8:00	12:03	12:29	5:07		8hrs
16-THU	7:49	12:49	12:50	5:17		8hrs
17-FRI	8:03	12:11	12:49	5:21	3mins	7hrs 57mins
18-SAT						Off
19-SUN						Off
20-MON	8:05	12:18	12:51	5:20	5mins	7hrs 55mins
21-TUE	8:04	12:41	12:54	5:06	4mins	7hrs 56mins
22-WED	7:47	12:44	12:58	5:07		8hrs
23-THU	7:55	12:27	12:37	5:11		8hrs
24-FRI	7:59	12:06	12:41	5:03		8hrs
25-SAT						Off
26-SUN						Off
27-MON						Holiday
28-TUE	7:49	12:09	12:32	5:16		8hrs
29-WED	8:07	12:26	12:48	5:22	7mins	7hrs 53mins
30-THU	8:00	12:26	12:40	5:07		8hrs

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.

ELVIRA B. GORRE

VERIFIED as to prescribed office hours

TEOFANES A. PATINDOL
Department Head
Institute of Tropical Ecology & Envi. Mgmt.

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