

DAILY TIME RECORD
CAPIN, ORLAN C.
(NAME)

For the month of
August 1 - 31, 2024
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	7:01	12:18	12:19	5:00		8hrs
2-FRI	7:18	12:13	12:14	5:19		8hrs
3-SAT						Off
4-SUN						Off
5-MON						Absent
6-TUE						Absent
7-WED						Absent
8-THU						Absent
9-FRI						Absent
10-SAT						Off
11-SUN						Off
12-MON						Absent
13-TUE						Absent
14-WED						Absent
15-THU						Absent
16-FRI						Absent
17-SAT						Off
18-SUN						Off
19-MON	6:57	12:03	12:04	5:00		8hrs
20-TUE						SL
21-WED	6:45	12:07	12:08	5:00		8hrs
22-THU	7:06	12:02	12:03	5:01		8hrs
23-FRI						Holiday
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE	6:49	12:02	12:03	5:00		8hrs
28-WED	7:15	12:04	12:05	5:44		8hrs
29-THU	7:26	12:00	12:01	5:12		8hrs
30-FRI	7:12	12:07	12:08	5:00		8hrs
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.

ORLAN C. CAPIN

VERIFIED as to prescribed office hours

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

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