

DAILY TIME RECORD**RATILLA, BERTA C.**

(NAME)

For the month of

July 1 - 31, 2024

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						CDO
2-TUE	7:55	12:05	12:50	5:48		8hrs
3-WED	7:59	12:06	12:22	5:09		8hrs
4-THU						SPL
5-FRI						CDO
6-SAT						Off
7-SUN						Off
8-MON	7:56	12:20	12:26	5:08		8hrs
9-TUE	7:53	12:05	12:38	5:38		8hrs
10-WED	8:05	12:17	12:28	5:28	5mins	7hrs 55mins
11-THU	7:57	12:04	12:20	5:16		8hrs
12-FRI	8:03	12:03	12:15	5:20	3mins	7hrs 57mins
13-SAT						Off
14-SUN						Off
15-MON	7:56	12:06	12:18	5:12		8hrs
16-TUE	7:50	12:11	12:32	5:26		8hrs
17-WED	8:05	12:27	12:42	5:11		7hrs 55mins SUSPENDED 4:30 pm 11:59 pm
18-THU						SUSPENDED 8:00 am 11:59 pm
19-FRI	7:54	12:29	12:30	5:28		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:57	12:16	12:40	5:22		8hrs
23-TUE	7:58	12:12	12:43	5:50		8hrs
24-WED	7:57	12:15	12:22	5:25		8hrs
25-THU	7:54	12:05	1:00	5:16		8hrs
26-FRI	7:59	12:04	12:16	5:43		8hrs
27-SAT						Off
28-SUN						Off
29-MON	8:04	12:09	12:20	5:54	4mins	7hrs 56mins
30-TUE	7:53	12:03	12:11	5:19		8hrs
31-WED	7:59	12:02	12:12	5:33		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.


BERTA C. RATILLA

VERIFIED as to prescribed office hours


LUZ G. ASIO 8/1/24
Department Head
Department of Agronomy