

# **DAILY TIME RECORD** **MACAPANAS, REYNANTE G.**

(NAME)

For the month of  
**August 1 - 31, 2023**  
 Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	7:27	12:02	12:06	5:01		8hrs
2-WED	7:28	12:01	12:28	5:00		8hrs
3-THU	7:34	12:00	12:40	4:56	4mins	7hrs 56mins
4-FRI	7:39	12:00	12:33	5:18		8hrs
5-SAT						Off
6-SUN						Off
7-MON	7:33	12:00	12:17	5:01		8hrs
8-TUE	7:28	12:00	12:28	5:00		8hrs
9-WED	7:25	12:01	12:10	5:06		8hrs
10-THU	7:36	12:06	12:17	5:00		8hrs
11-FRI	7:38	12:01	12:25	5:03		8hrs
12-SAT						Off
13-SUN						Off
14-MON	7:29	12:19	12:31	5:00		8hrs
15-TUE	7:29	12:01	12:06	4:55	5mins	7hrs 55mins
16-WED	7:37	12:00	12:07	5:01		8hrs
17-THU	7:37	12:04	12:09	5:02		8hrs
18-FRI	7:41	12:00	1:00	5:00		8hrs
19-SAT						Off
20-SUN						Off
21-MON						Holiday
22-TUE	7:21	12:03	12:30	4:56	4mins	7hrs 56mins
23-WED	7:22	12:01	12:21	5:00		8hrs
24-THU	7:26	12:00	12:04	5:00		8hrs
25-FRI	7:16	12:01	12:07	5:06		8hrs
26-SAT						Off
27-SUN						Off
28-MON						Holiday
29-TUE	7:34	12:00	12:03	4:55	5mins	7hrs 55mins
30-WED	7:34	12:11	12:13	5:00		8hrs
31-THU	7:32	12:00	12:15	5:05		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.

  
**REYNANTE G. MACAPANAS**

VERIFIED as to prescribed office hours

  
**JEROME O. ARRIBADO**

Department Head  
 Ecological Farm & Resource Management Institute