

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

(NAME)

For the month of


May 1 - 31, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	7:49	12:07	12:30	5:40	4hrs	4hrs
3-TUE						Holiday
4-WED	7:57	12:09	12:32	5:12		8hrs
5-THU	8:06	12:13	12:35	5:53	6mins	7hrs 54mins
6-FRI		On	Leave			Absent
7-SAT						Off
8-SUN						Off
9-MON						Holiday
10-TUE		On	Leave			Absent
11-WED	7:59	12:00	12:57	5:21	4hrs	4hrs
12-THU	8:00	12:01	12:18	5:21		8hrs
13-FRI		Team Building				Absent
14-SAT						Off
15-SUN						Off
16-MON	7:57	12:34	12:47	5:45	4hrs	4hrs
17-TUE	8:04	12:07	12:26	5:04	4mins	7hrs 56mins
18-WED	8:08	12:12	12:12	5:19	8mins	7hrs 52mins
19-THU	8:06	12:09	12:17	5:40	6mins	7hrs 54mins
20-FRI	8:05	12:06	12:15	5:44	5mins	7hrs 55mins
21-SAT						Off
22-SUN						Off
23-MON		On	Leave			Absent
24-TUE	7:55	12:06	12:16	5:29		8hrs
25-WED	8:10	12:13	12:44	5:19	4hrs	4hrs
26-THU	7:40	12:14	12:49	5:15		8hrs
27-FRI	7:52	12:03	12:59	5:09		8hrs
28-SAT						Off
29-SUN						Off
30-MON	8:13	12:17	12:27	5:09	13mins	7hrs 47mins
31-TUE	7:37	12:08	12:43	5:28		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.


TEODOMERO C. RATILLA

VERIFIED as to prescribed office hours


RUTH O. ESCASINAS

Department Head
 Department of Agronomy