

DAILY TIME RECORD

BASTASA, ARTURO S.

(NAME)

For the month of
February 1 - 29, 2024
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	8:04	12:04	12:06	6:47	4mins	7hrs 56mins
2-FRI	8:03	12:00	12:01	6:11	3mins	7hrs 57mins
3-SAT						Off
4-SUN						Off
5-MON	7:58	12:00	12:02	6:54		8hrs
6-TUE	8:03	12:00	12:01	6:41	3mins	7hrs 57mins
7-WED	8:10	12:04	12:05	5:51	10mins	7hrs 50mins
8-THU	8:07	12:00	12:19	7:40	7mins	7hrs 53mins
9-FRI						Holiday
10-SAT						Off
11-SUN						Off
12-MON	6:10	12:02	12:03	6:41		8hrs
13-TUE	8:04	12:01	12:02	6:13	4mins	7hrs 56mins
14-WED	7:00	12:00	12:02	5:27		8hrs
15-THU	8:01	12:00	12:06	6:35	1min	7hrs 59mins
16-FRI	7:59	12:01	12:04	6:15		8hrs
17-SAT						Off
18-SUN						Off
19-MON	6:31	12:00	12:09	6:55		8hrs
20-TUE	8:04	12:00	12:04	6:01	4mins	7hrs 56mins
21-WED	8:02	12:00	12:01	6:48	2mins	7hrs 58mins
22-THU	8:02	12:00	12:01	6:22	2mins	7hrs 58mins
23-FRI	8:09	12:00	12:01	6:01	9mins	7hrs 51mins
24-SAT						Off
25-SUN						Off
26-MON	8:04	12:00	12:03	6:40	4mins	7hrs 56mins
27-TUE	8:13	12:00	12:07	6:37	13mins	7hrs 47mins
28-WED	8:04	12:00	12:01	6:23	4mins	7hrs 56mins
29-THU	6:52	12:00	12:01	6:35		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.

ARTURO S. BASTASA

VERIFIED as to prescribed office hours

TEOFANES A. PATINDOL

Department Head
Institute of Tropical Ecology & Envi. Mgmt.

DAILY TIME RECORD

BASTASA, ARTURO S.

(NAME)

For the month of
February 1 - 29, 2024
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	8:04	12:04	12:06	6:47	4mins	7hrs 56mins
2-FRI	8:03	12:00	12:01	6:11	3mins	7hrs 57mins
3-SAT						Off
4-SUN						Off
5-MON	7:58	12:00	12:02	6:54		8hrs
6-TUE	8:03	12:00	12:01	6:41	3mins	7hrs 57mins
7-WED	8:10	12:04	12:05	5:51	10mins	7hrs 50mins
8-THU	8:07	12:00	12:19	7:40	7mins	7hrs 53mins
9-FRI						Holiday
10-SAT						Off
11-SUN						Off
12-MON	6:10	12:02	12:03	6:41		8hrs
13-TUE	8:04	12:01	12:02	6:13	4mins	7hrs 56mins
14-WED	7:00	12:00	12:02	5:27		8hrs
15-THU	8:01	12:00	12:06	6:35	1min	7hrs 59mins
16-FRI	7:59	12:01	12:04	6:15		8hrs
17-SAT						Off
18-SUN						Off
19-MON	6:31	12:00	12:09	6:55		8hrs
20-TUE	8:04	12:00	12:04	6:01	4mins	7hrs 56mins
21-WED	8:02	12:00	12:01	6:48	2mins	7hrs 58mins
22-THU	8:02	12:00	12:01	6:22	2mins	7hrs 58mins
23-FRI	8:09	12:00	12:01	6:01	9mins	7hrs 51mins
24-SAT						Off
25-SUN						Off
26-MON	8:04	12:00	12:03	6:40	4mins	7hrs 56mins
27-TUE	8:13	12:00	12:07	6:37	13mins	7hrs 47mins
28-WED	8:04	12:00	12:01	6:23	4mins	7hrs 56mins
29-THU	6:52	12:00	12:01	6:35		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.

ARTURO S. BASTASA

VERIFIED as to prescribed office hours

TEOFANES A. PATINDOL

Department Head
Institute of Tropical Ecology & Envi. Mgmt.