

DAILY TIME RECORD  
BENITEZ, CECILIO M.  
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:56	12:04	12:56	5:00		8hrs
2-SAT						Off
3-SUN						Off
4-MON	7:44	12:01	12:39	5:00		8hrs
5-TUE	7:48	12:00	12:12	5:00		8hrs
6-WED	8:00	12:03			4hrs	4hrs
7-THU	7:54	12:03	12:53	5:00		8hrs
8-FRI						Holiday
9-SAT						Off
10-SUN						Off
11-MON	7:56	12:00	12:18	5:02		8hrs
12-TUE			12:40	5:01	4hrs	4hrs
13-WED	7:57	12:02	12:49	5:00		8hrs
14-THU	7:57	12:00	12:53	5:00		8hrs
15-FRI	7:48	12:00	12:08	5:00		8hrs
16-SAT						Off
17-SUN						Off
18-MON	7:56	12:00	12:21	5:00		8hrs
19-TUE			12:27	5:00	4hrs	4hrs
20-WED	8:07	12:04	12:50	5:00	7mins	7hrs 53mins
21-THU	7:58	12:00	12:46	5:00		8hrs
22-FRI	7:58	12:00			4hrs	4hrs
23-SAT						Off
24-SUN						Off
25-MON						Holiday
26-TUE						Holiday
27-WED						VL
28-THU						VL
29-FRI						VL
30-SAT						Off
31-SUN						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.

CECILIO M. BENITEZ

VERIFIED as to prescribed office hours

TEOFANES A. PATINDOL

Department Head  
Institute of Tropical Ecology & Envi. Mgmt.

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