

DAILY TIME RECORD
MACAPANAS, REYNANTE G.
(NAME)

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

| Day | AM | | PM | | T/U | Total |
|--------|------|-------|-------|------|-------|-------------|
| | IN | OUT | IN | OUT | | |
| 1-SAT | | | | | | Off |
| 2-SUN | | | | | | Off |
| 3-MON | 7:41 | 12:01 | 12:14 | 5:00 | | 8hrs |
| 4-TUE | 7:20 | 12:00 | 12:25 | 5:02 | | 8hrs |
| 5-WED | 6:55 | 12:11 | 12:17 | 5:00 | | 8hrs |
| 6-THU | 7:34 | 12:00 | 12:34 | 5:05 | | 8hrs |
| 7-FRI | 7:33 | 12:00 | 12:31 | 5:00 | | 8hrs |
| 8-SAT | | | | | | Off |
| 9-SUN | | | | | | Off |
| 10-MON | 7:34 | 12:03 | 12:10 | 5:00 | | 8hrs |
| 11-TUE | 7:30 | 12:09 | 12:32 | 5:01 | | 8hrs |
| 12-WED | 7:24 | 12:02 | 12:24 | 5:00 | | 8hrs |
| 13-THU | 7:23 | 12:00 | 12:19 | 5:02 | | 8hrs |
| 14-FRI | 7:23 | 12:02 | 12:16 | 4:57 | 3mins | 7hrs 57mins |
| 15-SAT | | | | | | Off |
| 16-SUN | | | | | | Off |
| 17-MON | 7:38 | 12:01 | 12:28 | 5:03 | | 8hrs |
| 18-TUE | 7:39 | 12:02 | 12:34 | 5:00 | | 8hrs |
| 19-WED | 7:45 | 12:02 | 12:40 | 4:59 | 1min | 7hrs 59mins |
| 20-THU | 7:39 | 12:00 | 12:03 | 5:25 | | 8hrs |
| 21-FRI | 7:36 | 12:00 | 12:22 | 4:56 | 4mins | 7hrs 56mins |
| 22-SAT | | | | | | Off |
| 23-SUN | | | | | | Off |
| 24-MON | 7:22 | 12:00 | 12:28 | 5:00 | | 8hrs |
| 25-TUE | 7:11 | 12:00 | 12:24 | 5:00 | | 8hrs |
| 26-WED | 7:35 | 12:02 | 12:29 | 5:02 | | 8hrs |
| 27-THU | 7:26 | 12:06 | 12:33 | 5:01 | | 8hrs |
| 28-FRI | 7:38 | 12:02 | 12:36 | 5:00 | | 8hrs |
| 29-SAT | | | | | | Off |
| 30-SUN | | | | | | Off |
| 31-MON | 7:31 | 12:02 | 12:12 | 5:02 | | 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

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(NAME)

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