

DAILY TIME RECORD **RATILLA, TEODOMERO C.** (NAME)

For the month of
September 1 - 30, 2024
 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	7:50	12:09	12:10	6:28		8hrs
3-TUE	6:58	12:02	12:14	5:40		8hrs
4-WED	8:01	12:05	12:27	5:06	1min	7hrs 59mins
5-THU	7:48	12:14	12:19	5:12		8hrs
6-FRI	7:02	12:53	12:54	5:26		8hrs
7-SAT						Off
8-SUN						Off
9-MON	8:01	12:28	12:29	5:04	1min	7hrs 59mins
10-TUE	6:57	12:19	12:23	5:05		8hrs
11-WED	7:24	12:23	12:25	5:03		8hrs
12-THU	7:54	12:00	12:10	5:34		8hrs
13-FRI	8:06	12:19	12:31	5:31	6mins	7hrs 54mins
14-SAT						Off
15-SUN						Off
16-MON	8:09	12:08	12:10	6:03	9mins	7hrs 51mins
17-TUE	8:01	12:14	12:20	5:21	1min	7hrs 59mins
18-WED	7:48	12:18	12:22	5:18		8hrs
19-THU	7:49	12:09	12:14	5:27		8hrs
20-FRI	8:00	12:02	12:17	5:15		8hrs
21-SAT						Off
22-SUN						Off
23-MON	7:49	12:03	12:11	4:01		7hrs 1min SUSPENDED 3:00 pm 5:00 pm
24-TUE	7:03	12:28	12:31	5:12		8hrs
25-WED	7:06	12:20	12:21	5:07		8hrs
26-THU	7:42	12:09	12:12	5:23		8hrs
27-FRI	6:59	12:04	12:10	5:05		8hrs
28-SAT						Off
29-SUN						Off
30-MON	7:43	12:09	12:18	5:54		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


LUZ G. ASIO
 Department Head
 Department of Agronomy