

DAILY TIME RECORD**CAGANDE, LOREME S.**

(NAME)

For the month of

November 1 - 30, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

| Day | AM | | PM | | T/U | Total |
|--------|------|-------|-------|------|----------------|--|
| | IN | OUT | IN | OUT | | |
| 1-TUE | | | | | | Holiday |
| 2-WED | 7:48 | 12:12 | 12:29 | 5:07 | | 8hrs |
| 3-THU | 7:28 | 12:22 | 12:26 | 5:05 | | 8hrs |
| 4-FRI | 7:45 | 12:44 | 12:49 | 5:17 | | 8hrs |
| 5-SAT | | | | | | Off |
| 6-SUN | | | | | | Off |
| 7-MON | 7:53 | 12:20 | 12:47 | 5:00 | | 8hrs |
| 8-TUE | 7:26 | 12:38 | 12:44 | 5:08 | | 8hrs |
| 9-WED | 7:53 | 12:53 | 12:56 | 5:10 | | 8hrs |
| 10-THU | 7:53 | 12:00 | 12:52 | 5:08 | 6hrs 52mins | 5hrs 8mins |
| 11-FRI | 7:52 | 12:25 | 12:54 | 5:10 | 29mins | 1hr 31mins |
| 12-SAT | | | | | | Off |
| 13-SUN | | | | | | Off |
| 14-MON | 7:41 | 12:06 | 12:48 | 5:00 | 42mins | 1hr 18mins |
| 15-TUE | 7:45 | 12:04 | 12:43 | 6:56 | | 6hrs |
| 16-WED | 7:54 | 12:13 | 12:56 | 5:18 | | 8hrs |
| 17-THU | 6:41 | 12:12 | 12:27 | 5:08 | 6hrs 15mins | 5hrs 45mins |
| 18-FRI | 7:53 | 12:31 | 12:00 | 7:00 | 31mins | 2hrs 31mins SUSPENDED 12:00 pm 7:00 pm |
| 19-SAT | | | | | | Off |
| 20-SUN | | | | | | Off |
| 21-MON | 7:41 | 1:03 | 1:11 | 5:11 | | 2hrs |
| 22-TUE | 7:21 | 12:04 | 12:53 | 5:00 | | 6hrs |
| 23-WED | 7:57 | 12:01 | 12:55 | 5:08 | | 8hrs |
| 24-THU | 7:10 | 12:28 | 12:51 | 5:03 | 6hrs 23mins | 5hrs 37mins |
| 25-FRI | 7:53 | 12:40 | 12:57 | 5:02 | 17mins | 1hr 43mins |
| 26-SAT | | | | | | Off |
| 27-SUN | | | | | | Off |
| 28-MON | 7:47 | 12:32 | 12:57 | 5:08 | 25mins | 1hr 35mins |
| 29-TUE | 7:36 | 12:01 | 12:43 | 5:17 | | 6hrs |
| 30-WED | | | | | | Holiday |

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.

L. S. Cagande
LOREME S. CAGANDE

VERIFIED as to prescribed office hours

Ruth O. Escasinas
RUTH O. ESCASINAS

Department Head
 Department of Agronomy

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