

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

For the month of  
**July 1 - 31, 2024**  
 Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						FL
2-TUE	7:59	12:10	12:59	5:40		8hrs
3-WED	7:59	12:17	12:22	5:10		8hrs
4-THU	7:57	12:30	12:32	5:47		8hrs
5-FRI	8:00	12:11	12:19	7:12		8hrs
6-SAT						Off
7-SUN						Off
8-MON	7:57	12:18	12:21	5:19		8hrs
9-TUE	7:53	12:04	12:11	5:42		8hrs
10-WED	8:05	12:37	12:38	5:10	5mins	7hrs 55mins
11-THU	7:23	12:04	12:20	5:25		8hrs
12-FRI	8:00	12:01	12:15	5:43		8hrs
13-SAT						Off
14-SUN						Off
15-MON	7:56	12:05			4hrs	4hrs
16-TUE	7:50	12:11	12:13	5:28		8hrs
17-WED	8:06	12:27	12:40	5:15		7hrs 54mins SUSPENDED 4:30 pm 11:59 pm
18-THU						SUSPENDED 8:00 am 11:59 pm
19-FRI	7:55	12:18	12:24	5:01		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:32	12:56	12:59	5:45		8hrs
23-TUE	7:58	12:07	12:10	5:53		8hrs
24-WED	7:57	12:35	12:42	5:21		8hrs
25-THU	7:54	12:05	1:00	5:31		8hrs
26-FRI	7:59	12:02	12:13	5:59		8hrs
27-SAT						Off
28-SUN						Off
29-MON	8:01	12:13	12:19	5:44	1min	7hrs 59mins
30-TUE	7:53	12:00	12:11	5:27		8hrs
31-WED	7:59	12:02	12:11	5:32		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 E. ASIO**

Department Head  
 Department of Agronomy