

DAILY TIME RECORD

PATINDOL, TEOFANES A.

(NAME)

For the month of

February 1 - 28, 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	8:00	12:00	1:00	5:00		
3-THU	8:00	12:00	1:00	5:00		
4-FRI	8:00	12:00	1:00	5:00		
5-SAT						Off
6-SUN						Off
7-MON	Work from Home					
8-TUE	Work from Home					
9-WED	Work from Home					
10-THU	Work from Home					
11-FRI	Work from Home					
12-SAT						Off
13-SUN						Off
14-MON	8:00	12:00	1:00	5:00		
15-TUE	8:00	12:00	1:00	5:00		
16-WED	8:00	12:00	1:00	5:00		
17-THU	8:00	12:00	1:00	5:00		
18-FRI	8:00	12:00	1:00	5:00		
19-SAT						Off
20-SUN						Off
21-MON	Sick Leave					
22-TUE	Sick Leave					
23-WED	Sick Leave					
24-THU	Sick Leave					
25-FRI	Holiday					
26-SAT						Off
27-SUN						Off
28-MON	8:00	12:00	1:00	5:00		

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


TEOFANES A. PATINDOL

VERIFIED as to prescribed office hours

ANATOLIO N. POLINAR
Department Head
Department of Forest Science

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