

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


For the month of
December 1 - 31, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	7:45	12:07	12:43	5:13		8hrs
2-FRI	8:02	12:03	12:23	6:08	2mins	7hrs 58mins
3-SAT						Off
4-SUN						Off
5-MON	8:00	12:36	12:40	5:22		8hrs
6-TUE	7:56	12:12	12:37	5:19		8hrs
7-WED	8:07	12:07	12:29	5:15	7mins	7hrs 53mins
8-THU						Holiday
9-FRI	8:04	12:15	12:54	5:19	4mins	7hrs 56mins
10-SAT						Off
11-SUN						Off
12-MON	7:55	12:04	12:37	5:27		8hrs
13-TUE	7:58	12:06	12:33	6:29		8hrs
14-WED	7:56	12:23	12:25	5:18		8hrs
15-THU	7:55	12:05	12:24	5:59		8hrs
16-FRI						SPL
17-SAT						Off
18-SUN						Off
19-MON						SPL
20-TUE						FL
21-WED						FL
22-THU						FL
23-FRI						CDO
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE						CDO
28-WED						CDO
29-THU						CDO
30-FRI						Holiday
31-SAT						Off

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.


BERTA C. RATILLA

VERIFIED as to prescribed office hours


RUTH O. ESCASINAS
Department Head
Department of Agronomy