

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

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	7:00	12:04	12:09	7:16		8hrs
2-WED	7:03	12:36	12:37	5:28		10hrs 24mins
3-THU	8:00	12:04	12:26	5:54		8hrs
4-FRI	8:01	12:07	12:14	5:54	1min	7hrs 59mins
5-SAT						Off
6-SUN						Off
7-MON	7:57	12:15	12:17	5:15		8hrs
8-TUE	7:08	12:02	12:18	5:10		8hrs
9-WED	7:56	12:01	12:31	5:23		8hrs
10-THU	7:56	12:02	12:31	7:22		8hrs
11-FRI	7:51	12:24	12:30	5:54		8hrs
12-SAT						Off
13-SUN						Off
14-MON	7:57	12:09	12:34	6:04		8hrs
15-TUE	7:09	12:04	12:16	5:51		8hrs
16-WED	7:05	12:08	12:14	5:49		8hrs
17-THU	8:02	12:09	12:13	5:15	2mins	7hrs 58mins
18-FRI	7:10	12:02	12:08	4:32		7hrs 32mins
19-SAT						SUSPENDED 3:00 pm 5:00 pm
20-SUN						Off
21-MON	8:01	12:06	12:16	5:07	1min	7hrs 59mins
22-TUE						SUSPENDED 7:00 am 11:59 pm
23-WED	7:14	12:02	12:07	5:07		8hrs
24-THU	7:46	12:06	12:23	5:22		8hrs
25-FRI	7:57	12:04	12:10	5:31		2024 INTRAMURAL GAMES
26-SAT						Off
27-SUN						Off
28-MON	8:02	12:08	12:28	6:02		2024 INTRAMURAL GAMES
29-TUE	7:55	12:49	12:51	5:04		2024 INTRAMURAL GAMES
30-WED	7:58	12:40	12:50	5:10		2024 INTRAMURAL GAMES
31-THU	7:58	12:19				4hrs SUSPENDED 12:00 pm 11:59 pm

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*  
**BERTA C. RATILLA**

VERIFIED as to prescribed office hours

*Luiz G. Asio*  
**LUIZ G. ASIO**

Department Head  
 Department of Agronomy

Date Generated: Nov/08/2024 05:16:47