

DAILY TIME RECORD

COME, RENEZITA S.

(NAME)

For the month of

December 1 - 31, 2021

Official hours for arrival and departure

8:00AM - 5:00PM

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COME, RENEZITA S.

(NAME)

For the month of

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Official hours for arrival and departure

8:00AM - 5:00PM

| Day | AM | | PM | | T/U | Total |
|--------|--------------------|-------|------|------|-----|---------------|
| | IN | OUT | IN | OUT | | |
| 1-WED | 8:00 | 12:00 | 1:00 | 5:30 | | |
| 2-THU | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 3-FRI | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 4-SAT | | | | | | Off |
| 5-SUN | | | | | | Off |
| 6-MON | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 7-TUE | ON LEAVE | | | | | |
| 8-WED | HOLIDAY | | | | | Holiday |
| 9-THU | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 10-FRI | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 11-SAT | | | | | | Off |
| 12-SUN | | | | | | Off |
| 13-MON | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 14-TUE | 8:00 | 12:00 | 1:00 | 5:30 | | |
| 15-WED | 8:00 | 12:00 | - | - | | Half day work |
| 16-THU | WORK SUSPENSION | | | | | |
| 17-FRI | WORK SUSPENSION | | | | | |
| 18-SAT | | | | | | Off |
| 19-SUN | | | | | | Off |
| 20-MON | 8:00 | 12:00 | 1:00 | 5:00 | | |
| 21-TUE | ON CALAMITY LEAVE | | | | | |
| 22-WED | | | | | | |
| 23-THU | | | | | | |
| 24-FRI | | | | | | |
| 25-SAT | | | | | | Off |
| 26-SUN | | | | | | Off |
| 27-MON | ON TEACHERS' LEAVE | | | | | |
| 28-TUE | | | | | | |
| 29-WED | | | | | | |
| 30-THU | | | | | | |
| 31-FRI | | | | | | |

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| 27-MON | ON TEACHERS' LEAVE | | | | | |
| 28-TUE | | | | | | |
| 29-WED | | | | | | |
| 30-THU | | | | | | |
| 31-FRI | | | | | | |

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.


RENEZITA S. COME

VERIFIED as to prescribed office hours


ANATOLIO N. POLINAR
Department Head
Department of Forest Science

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RENEZITA S. COME

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