

DAILY TIME RECORD**GLORIA, REYNALDO N.**

(NAME)

For the month of

November 1 - 30, 2021

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Holiday
2-TUE	8:00	12:00	1:00	5:00		
3-WED	7:55	12:00	1:00	5:00		
4-THU	7:57	12:00	1:00	5:00		
5-FRI	7:55	12:00	1:00	5:00		
6-SAT						Off
7-SUN						Off
8-MON						Holiday
9-TUE	7:57	12:00	1:00	5:00		
10-WED	7:58	12:00	1:00	5:00		
11-THU	8:10	12:00	1:00	5:00		
12-FRI	8:00	12:00	1:00	5:00		
13-SAT						Off
14-SUN						Off
15-MON	8:00	12:00	1:00	5:00		
16-TUE	8:10	12:00	1:00	5:00		
17-WED	7:58	12:00	1:00	5:00		
18-THU	8:00	12:00	1:00	5:00		
19-FRI	8:00	12:00	1:00	5:00		
20-SAT						Off
21-SUN						Off
22-MON	7:58	12:00	1:00	5:00		
23-TUE	8:00	12:00	1:00	5:00		
24-WED	8:00	12:00	1:00	5:00		
25-THU	8:00	12:00	1:00	5:00		
26-FRI	7:57	12:00	1:00	5:00		
27-SAT						Off
28-SUN						Off
29-MON						
30-TUE						Holiday

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.



REYNALDO N. GLORIA

VERIFIED as to prescribed office hours



ANATOLIO N. POLINAR

Department Head

Department of Forest Science