

DAILY TIME RECORD
MACAPANAS, REYNANTE G.
(NAME)

For the month of
June 1 - 30, 2023
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	7:27	12:06	12:42	5:01		8hrs
2-FRI	7:37	12:01	12:34	5:00		8hrs
3-SAT						Off
4-SUN						Off
5-MON						OB
6-TUE	7:21	12:00	12:37	5:03		8hrs
7-WED	7:35	12:00	12:49	5:01		8hrs
8-THU	7:34	12:00	12:38	5:03		8hrs
9-FRI	7:34	12:00	12:38	5:00		8hrs
10-SAT						Off
11-SUN						OB
12-MON						OB
13-TUE						OB
14-WED						OB
15-THU						OB
16-FRI						OB
17-SAT						OB
18-SUN						OB
19-MON	7:33	12:00	12:21	5:04		8hrs
20-TUE	7:20	12:03	12:10	5:00		8hrs
21-WED	7:18	12:03	12:18	5:00		8hrs
22-THU	7:33	12:00	12:36	5:00		8hrs
23-FRI	7:38	12:00	1:00	5:00		8hrs
24-SAT						Off
25-SUN						Off
26-MON	7:42	12:02	12:25	5:01		8hrs
27-TUE	7:24	12:00	12:24	5:00		8hrs
28-WED						Holiday
29-THU	7:38	12:01	12:07	4:57	3mins	7hrs 57mins
30-FRI	7:29	12:03	12:15	5:00		8hrs

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.


REYNANTE G. MACAPANAS

VERIFIED as to prescribed office hours


JEROME O. ARRIBADO
Department Head
Ecological Farm & Resource Management Institute

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