

DAILY TIME RECORD**ESPINOSA, ELIZA D.**

(NAME)

For the month of

December 1 - 31, 2021

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	5:00		
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	8:00	12:00	1:00	5:00		
8-WED	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	5:00		
15-WED	8:00	12:00	TYPHOON			
16-THU	TYPHOON ODETTE					
17-FRI	EMERGENCY LEAVE					
18-SAT						Off
19-SUN						Off
20-MON	8:00	12:00	1:00	5:00		
21-TUE	8:00	12:00	1:00	5:00		
22-WED	8:00	12:00	1:00	5:00		
23-THU	EMERGENCY LEAVE					
24-FRI	8:00	12:00	XMAS EVE			
25-SAT						Off
26-SUN						Off
27-MON	CDO					
28-TUE	CDO					
29-WED	CDO					
30-THU	HOLIDAY					
31-FRI	CDO					

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.



 ELIZA D. ESPINOSA

VERIFIED as to prescribed office hours

DENNIS P. PEQUE
 Department Head
 Department of Forest Science