

DAILY TIME RECORD

BANDE, MARLITO JOSE M.

(NAME)

For the month of

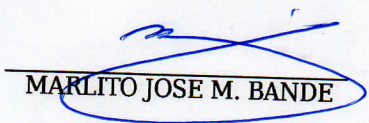
February 1 - 28, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED	OFFICIAL TRAVEL TO MAASIN					
3-THU	7:45	12:10	12:50	5:20		
4-FRI	7:50	12:05	12:55	5:20		
5-SAT						Off
6-SUN						Off
7-MON	7:50	12:15	12:45	5:25		
8-TUE	7:45	12:05	12:50	5:20		
9-WED	7:50	12:05	12:55	5:25		
10-THU	7:40	12:10	12:45	5:20		
11-FRI	7:55	12:15	12:50	5:30		
12-SAT						Off
13-SUN	OFFICIAL TRAVEL TO ABUYOG					Off
14-MON	7:45	12:10	12:50	5:35		
15-TUE	OFFICIAL TRAVEL TO MAASIN					
16-WED	7:50	12:10	12:50	5:25		
17-THU	7:45	12:05	12:45	5:25		
18-FRI	7:40	12:05	12:50	5:10		
19-SAT						Off
20-SUN						Off
21-MON	7:55	12:05	12:45	5:20		
22-TUE	7:40	12:10	12:55	5:20		
23-WED	7:35	12:10	12:45	5:30		
24-THU	OFFICIAL TRAVEL TO TACLOBAN					
25-FRI						Holiday
26-SAT	OFFICIAL TRAVEL TO SO. LEYTE					
27-SUN						Off
28-MON	7:45	12:15	12:50	5:25		

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.



MARLITO JOSE M. BANDE

VERIFIED as to prescribed office hours



ELIZA D. ESPINOSA

Department Head

Institute of Tropical Ecology & Envi. Mgmt.