

**DAILY TIME RECORD****ORIAS, ANGELITA B.**

(NAME)

For the month of  
**December 1 - 31, 2024**Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	8:00	12:04	12:10	5:19		8hrs
3-TUE			12:33	5:47		4hrs (CDO half day)
4-WED						VL
5-THU	8:00	12:58	12:59	6:07		8hrs
6-FRI	7:50	12:04	12:31	6:05		8hrs
7-SAT						OB
8-SUN						Off
9-MON						CDO
10-TUE	8:00	12:00	12:30	6:00		9hrs 30mins
11-WED	7:30	12:00	12:02	5:25		9hrs 53mins
12-THU						OB
13-FRI	7:30	12:01	12:16	5:12		9hrs 27mins
14-SAT						Off
15-SUN						OB
16-MON						OB
17-TUE						OB
18-WED						OB
19-THU						OB
20-FRI						OB
21-SAT						OB
22-SUN						Off
23-MON						CDO
24-TUE						Holiday
25-WED						Holiday
26-THU						CDO
27-FRI						CDO
28-SAT						Off
29-SUN						Off
30-MON						Holiday
31-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.


  
**ANGELITA B. ORIAS**

VERIFIED as to prescribed office hours


  
**TEOFANES A. PATINDOL**

 Department Head  
 Institute of Tropical Ecology & Envi. Mgmt.