## **DAILY TIME RECORD** CAPIN, ORLAN C.

For the month of February 1 - 28, 2022 Official hours for arrival and departure 8:00AM - 5:00PM

Day	AM		PM		T/U	
	IN	OUT	IN	OUT	1/0	Total
1-TUE						Holiday
2-WED	8:00	12:00	1:00	5:00		
<b>3-</b> THU	8:00	12:00	1:00	5:00		
4-FRI	8:00	12:00	1:00	5:00		
5-SAT .						Off
6-SUN						Off
7-MON	8:00	12:00	1:00	5:00		
8-TUE	8:00	12:00	1:00	5:00		
9-WED	8:00	12:00	1:00	5:00		
<b>10-</b> THU	8:00	12:00	1:00	5:00		
11-FRI	8:00	12:00	1:00	5:00		
<b>12-</b> SAT						Off
13-SUN					A TOTAL	Off
14-MON	8:00	12:00	1:00	5:00		
<b>15-</b> TUE	8:00	12:00	1:00	5:00		
16-WED	8:00	12:00	1:00	5:00		
<b>17-</b> THU	8:00	12:00	1:00	5:00		
18-FRI	8:00	12:00	1:00	5:00		
19-SAT						Off
<b>20-</b> SUN			-			Off
<b>21-</b> MON	8:00	12:00	1:00	5:00		
<b>22-</b> TUE	8:00	12:00	1:00	5:00		
<b>23-</b> WED	8:00	12:00	1:00	5:00		
<b>24-</b> THU	8:00	12:00	1:00	5:00	- Y	
25-FRI	HOLIDAY					
<b>26-</b> SAT						Off
27-sun						Off
28-MON	8:00	12:00	1:00	5:00		

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.

VERIFIED as to prescribed office hours

ELIZA D. ESPINOSA

Department Head Institute of Tropical Ecology & Envi. Mgmt.