

DAILY TIME RECORD**RATILLA, BERTA C.**

(NAME)

For the month of

June 1 - 30, 2024

Official hours for arrival and departure

8:00AM - 5:00PM

| Day | AM | | PM | | T/U | Total |
|--------|-------|-------|-------|------|------|-------------|
| | IN | OUT | IN | OUT | | |
| 1-SAT | | | | | | Off |
| 2-SUN | | | | | | Off |
| 3-MON | 7:59 | 12:03 | 12:15 | 5:26 | | 8hrs |
| 4-TUE | 7:56 | 12:03 | 12:06 | 5:04 | | 8hrs |
| 5-WED | 7:55 | 12:02 | 12:15 | 5:25 | | 8hrs |
| 6-THU | 7:53 | 12:07 | 12:17 | 5:33 | | 8hrs |
| 7-FRI | 7:59 | 12:00 | 12:02 | 5:07 | | 8hrs |
| 8-SAT | | | | | | Off |
| 9-SUN | | | | | | Off |
| 10-MON | 8:01 | 12:05 | 12:32 | 5:24 | 1min | 7hrs 59mins |
| 11-TUE | 7:58 | 12:53 | 12:56 | 5:11 | | 8hrs |
| 12-WED | | | | | | Holiday |
| 13-THU | 7:53 | 12:01 | 12:16 | 5:24 | | 8hrs |
| 14-FRI | 7:44 | 12:03 | 12:05 | 5:10 | | 8hrs |
| 15-SAT | | | | | | Off |
| 16-SUN | | | | | | Off |
| 17-MON | | | | | | Holiday |
| 18-TUE | 7:59 | 12:10 | 12:20 | 5:30 | | 8hrs |
| 19-WED | 7:59 | 12:12 | 12:20 | 5:37 | | 8hrs |
| 20-THU | 7:59 | 12:05 | 12:55 | 5:30 | | 8hrs |
| 21-FRI | 7:56 | 12:10 | 12:25 | 5:20 | | 8hrs |
| 22-SAT | | | | | | Off |
| 23-SUN | | | | | | Off |
| 24-MON | 7:46 | 12:10 | 12:50 | 5:15 | | 8hrs |
| 25-TUE | 7:56 | 12:05 | 12:45 | 5:20 | | 8hrs |
| 26-WED | 8:00 | 12:10 | 12:59 | 5:20 | | 8hrs |
| 27-THU | 7:47 | 12:05 | 12:20 | 5:30 | | 8hrs |
| 28-FRI | 12:58 | 12:08 | 7:48 | 5:25 | | 8hrs |
| 29-SAT | | | | | | Off |
| 30-SUN | | | | | | Off |

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.



BERTA C. RATILLA

VERIFIED as to prescribed office hours



LUZ G. ASIO

Department Head
Department of Agronomy