

DAILY TIME RECORD**MILAN, VANESSA MAY B.**

(NAME)

For the month of

January 1 - 31, 2024

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Holiday
2-TUE	7:54	12:00	12:03	5:01		8hrs
3-WED	7:56	12:00	12:03	5:00		8hrs
4-THU	8:01	12:01	12:04	5:00	1min	7hrs 59mins
5-FRI	8:02	12:01	12:04	5:04	2mins	7hrs 58mins
6-SAT						Off
7-SUN						Off
8-MON	8:03	12:00	12:03	5:01	3mins	7hrs 57mins
9-TUE	7:59	12:00	12:04	5:06		8hrs
10-WED	7:59	12:01	12:09	5:01		8hrs
11-THU	7:57	12:08	12:08	SL	4hrs	4hrs
12-FRI	7:59	12:00	12:06	5:02		8hrs
13-SAT						Off
14-SUN						Off
15-MON	7:56	12:03	12:50	5:05		8hrs
16-TUE	8:00	12:00	12:03	5:00		8hrs
17-WED	7:53	12:00	12:02	5:01		8hrs
18-THU	7:56	12:00	12:03	5:02		8hrs
19-FRI	7:58	12:00	12:03	5:02		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:58	12:00	12:04	5:05		8hrs
23-TUE	8:00	12:00	12:03	5:04		8hrs
24-WED	8:00	12:01	12:03	5:03		8hrs
25-THU	8:02	12:00	12:03	5:04	2mins	7hrs 58mins
26-FRI						SPL
27-SAT						Off
28-SUN						Off
29-MON	8:03	12:01	12:04	5:05	3mins	7hrs 57mins
30-TUE	8:04	12:00	12:03	SL	4hrs 4mins	3hrs 56mins
31-WED						SL

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.


VANESSA MAY B. MILAN

VERIFIED as to prescribed office hours


JEROME O. ARRIBADO

Department Head
 Ecological Farm & Resource Management Institute