

DAILY TIME RECORD

**BASTASA, ARTURO S.**

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						Holiday
2-THU	6:38	12:00	12:01	6:28		8hrs
3-FRI	8:05	12:50	12:55	6:34	5mins	7hrs 55mins
4-SAT						Off
5-SUN						Off
6-MON	7:29	12:00	12:02	6:13		8hrs
7-TUE	8:09	12:00	12:01	6:00	9mins	7hrs 51mins
8-WED	8:00	12:00	12:12	6:09		8hrs
9-THU	8:02	12:00	12:04	6:22	2mins	7hrs 58mins
10-FRI	8:06	12:00	12:01	6:27	6mins	7hrs 54mins
11-SAT						Off
12-SUN						Off
13-MON	6:55	12:00	12:04	6:32		8hrs
14-TUE	8:07	12:00	12:04	6:00	7mins	7hrs 53mins
15-WED						SPL
16-THU	8:13	12:00	12:04	6:07	13mins	7hrs 47mins
17-FRI	8:03	12:01	12:06	6:33	3mins	7hrs 57mins
18-SAT						Off
19-SUN						Off
20-MON	8:02	12:00	12:06	6:04	2mins	7hrs 58mins
21-TUE	8:00	12:00	12:13	6:28		8hrs
22-WED	6:44	12:00	12:01	6:24		8hrs
23-THU	6:49	12:00	12:05	5:53		8hrs
24-FRI	7:45	12:01	12:05	6:03		8hrs
25-SAT						Off
26-SUN						Off
27-MON	6:58	12:00	12:11	6:05		8hrs
28-TUE	8:09	12:00	12:08	5:39	9mins	7hrs 51mins
29-WED	7:55	12:00	12:09	5:37		8hrs
30-THU	8:08	12:00	12:07	6:17	8mins	7hrs 52mins
31-FRI	8:06	12:54	12:57	5:34	6mins	7hrs 54mins

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.

**ARTURO S. BASTASA**

VERIFIED as to prescribed office hours

**TEOFANES A. PATINDOL**

Department Head  
Institute of Tropical Ecology & Envi. Mgmt.

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