

DAILY TIME RECORD
MACAPANAS, REYNANTE G.
 (NAME)


For the month of
November 1 - 30, 2024
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI						Holiday
2-SAT						Off
3-SUN						Off
4-MON	7:27	12:00	12:06	5:01		8hrs
5-TUE	7:33	12:08			4hrs	4hrs
6-WED	7:34	12:00	12:03	5:00		8hrs
7-THU	7:29	12:00	12:08	5:00		8hrs
8-FRI	7:33	12:01	12:07	5:00		8hrs
9-SAT						Off
10-SUN						Off
11-MON	7:27	12:00	12:05	5:00		8hrs
12-TUE	7:38	12:00	12:04	5:00		8hrs
13-WED	7:38	12:00	12:06	5:00		8hrs
14-THU	7:40	12:01	12:05	5:00		8hrs
15-FRI	7:35	12:00	12:05	3:05		6hrs 5mins SUSPENDED 3:01 pm 11:59 pm
16-SAT						Off
17-SUN						Off
18-MON	7:49	12:00	12:03	5:00		8hrs
19-TUE	7:51	12:00	12:07	5:01		8hrs
20-WED	7:36	12:12	12:17	5:01		8hrs
21-THU	7:56	12:00	12:04	5:00		8hrs
22-FRI	7:40	12:00	12:04	5:00		8hrs
23-SAT						Off
24-SUN						Off
25-MON	7:37	12:00	12:05	5:00		8hrs
26-TUE	7:45	12:02	12:05	5:00		8hrs
27-WED	7:50	12:00	12:05	4:54	6mins	7hrs 54mins
28-THU	7:47	12:01	12:05	5:02		8hrs
29-FRI	7:53	12:00	12:04	5:00		8hrs
30-SAT						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.


REYNANTE G. MACAPANAS

VERIFIED as to prescribed office hours


JEROME O. ARRIBADO

Department Head
 Eco-Farm & Resource Management Institute