

DAILY TIME RECORD
BENITEZ, CECILIO M.
(NAME)

For the month of
August 1 - 31, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:54	12:05	12:31	5:15		8hrs
2-TUE	8:00	12:03	12:49	5:01		8hrs
3-WED	7:54	12:02	12:31	5:02		8hrs
4-THU	7:57	12:00	12:48	5:00		8hrs
5-FRI	7:59	12:06	12:51	5:00		8hrs
6-SAT						Off
7-SUN						Off
8-MON	7:59	12:05	12:50	5:05		8hrs
9-TUE	7:57	12:01	12:40	5:02		8hrs
10-WED	8:04	12:04	12:24	5:02	4mins	7hrs 56mins
11-THU	7:59	12:01	12:36	5:00		8hrs
12-FRI	7:57	12:00	12:54	5:00		8hrs
13-SAT						Off
14-SUN						Off
15-MON	7:58	12:10	12:53	5:02		8hrs
16-TUE	8:02	12:01	12:45	5:04	2mins	7hrs 58mins
17-WED	7:58	12:00	12:31	5:00		8hrs
18-THU	7:59	12:01	12:38	5:01		8hrs
19-FRI	7:57	12:00	HALF DAY		4hrs	4hrs
20-SAT						Off
21-SUN						Off
22-MON	7:55	12:12	12:52	5:00		8hrs
23-TUE	7:54	12:08	12:48	5:00		8hrs
24-WED	7:59	12:00	12:32	5:00		8hrs
25-THU	7:57	12:01	12:34	5:01		8hrs
26-FRI	7:59	12:07	12:48	5:00		8hrs
27-SAT						Off
28-SUN						Off
29-MON						Holiday
30-TUE	7:55	12:03	12:45	5:14		8hrs
31-WED	7:53	12:03	1:00	5:01		8hrs

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.


CECILIO M. BENITEZ

VERIFIED as to prescribed office hours


ELIZA D. ESPINOSA
Department Head
Institute of Tropical Ecology & Envi. Mgmt.