

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

(NAME)

For the month of

**February 1 - 29, 2024**

Official hours for arrival and departure

**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	7:57	12:13	12:17	5:37		8hrs
2-FRI	8:04	12:14	12:24	5:22	4mins	7hrs 56mins
3-SAT						Off
4-SUN						Off
5-MON	7:56	12:06	12:20	5:53		8hrs
6-TUE	7:51	12:07	12:26	5:28		8hrs
7-WED	7:07	12:17	12:18	5:30		8hrs
8-THU	8:02	12:02	12:11	5:49	2mins	7hrs 58mins
9-FRI						Holiday
10-SAT						Off
11-SUN						Off
12-MON	7:58	12:01	12:14	5:33		8hrs
13-TUE	8:03	12:04	12:12	6:12	3mins	7hrs 57mins
14-WED	7:53	12:01	12:25	5:12		8hrs
15-THU	7:54	12:00	12:13	5:44		8hrs
16-FRI	7:59	12:00	12:05	6:03		8hrs
17-SAT						Off
18-SUN						Off
19-MON	7:55	12:01	12:15	5:22		8hrs
20-TUE	7:59	12:02	12:05	5:32		8hrs
21-WED	7:12	12:02	12:15	5:28		8hrs
22-THU	7:59	12:00	12:14	5:28		8hrs
23-FRI	7:53	12:09	12:29	5:20		8hrs
24-SAT						Off
25-SUN						Off
26-MON	7:56	12:03	12:06	5:52		8hrs
27-TUE	7:53	12:00	12:21	5:40		8hrs
28-WED	7:12	12:11	12:18	5:34		8hrs
29-THU	7:56	12:07	12:18	5:36		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.


  
BERTA C. RATILLA

VERIFIED as to prescribed office hours


  
DIONESIO M. BAÑOC

Department Head  
Department of Agronomy