


**DAILY TIME RECORD****BALDOS, ODELO B.**

(NAME)

For the month of  
August 1 - 31, 2023Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	7:52	12:00	12:06	5:05		8hrs
2-WED	7:58	12:06	12:07	5:02		8hrs
3-THU	7:59	12:03	12:06	5:01		8hrs
4-FRI	7:40	12:51	12:54	5:01		8hrs
5-SAT						Off
6-SUN						Off
7-MON	8:11	12:46	12:48	5:21	11mins	7hrs 49mins
8-TUE	8:05	12:00	12:06	5:08	5mins	7hrs 55mins
9-WED	7:57	12:12	12:13	5:00		8hrs
10-THU	8:02	12:55	12:57	5:01	2mins	7hrs 58mins
11-FRI	7:57	12:00	12:03	5:34		8hrs
12-SAT						Off
13-SUN						Off
14-MON	8:01	12:07	12:09	5:01	1min	7hrs 59mins
15-TUE	7:49	12:07	12:09	5:10		8hrs
16-WED	8:00	12:00	12:02	5:30		8hrs
17-THU	8:03	12:13	12:14	5:43	3mins	7hrs 57mins
18-FRI	7:57	12:01	12:02	6:32		8hrs
19-SAT						Off
20-SUN						Off
21-MON						Holiday
22-TUE	7:53	12:54	12:55	5:02		8hrs
23-WED	7:51	12:00	12:01	5:00		8hrs
24-THU						OB
25-FRI	8:07	12:01	12:17	5:00	7mins	7hrs 53mins
26-SAT						Off
27-SUN						Off
28-MON						Holiday
29-TUE	7:59	12:00	12:57	6:06		8hrs
30-WED	8:00	12:43	12:44	5:02		8hrs
31-THU	8:03	12:04	12:07	5:01	3mins	7hrs 57mins

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.

  
**ODELO B. BALDOS**

VERIFIED as to prescribed office hours

**JEROME O. ARRIBADO**

Department Head  
Ecological Farm & Resource Management Institute