

# DAILY TIME RECORD

## MACAPANAS, REYNANTE G.

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	7:34	12:08	12:34	5:01		8hrs
4-TUE	7:36	12:00	12:32	5:05		8hrs
5-WED						OB
6-THU	7:45	12:16	12:35	5:03		8hrs
7-FRI	7:48	12:06	12:34	5:05		8hrs
8-SAT						Off
9-SUN						Off
10-MON	7:37	12:07	12:43	5:01		8hrs
11-TUE	7:34	12:18	12:46	5:02		8hrs
12-WED	7:38	12:01	12:30	5:01		8hrs
13-THU	7:38	12:02	12:21	5:00		8hrs
14-FRI	7:42	12:00	12:44	5:00		8hrs
15-SAT						Off
16-SUN						Off
17-MON	7:38	12:15	12:47	5:16		8hrs
18-TUE	7:46	12:01	12:20	5:00		8hrs
19-WED	7:53	12:03	1:00	5:00		8hrs
20-THU						Holiday
21-FRI	7:34	12:00	12:28	4:56	4mins	7hrs 56mins
22-SAT						Off
23-SUN						Off
24-MON	7:40	12:00	12:34	5:00		8hrs
25-TUE	7:41	12:06	12:30	5:02		8hrs
26-WED	7:38	12:03	12:36	5:02		8hrs
27-THU	7:37	12:02	12:34	5:01		8hrs
28-FRI	7:45	12:01	1:00	5:00		8hrs SUSPENDED 1:00 pm 5:00 pm
29-SAT						Off
30-SUN						Off
31-MON						Holiday

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

  
DHENBER C. LUSANTA

Department Head  
Ecological Farm Resource & Management Institute

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