

**DAILY TIME RECORD****AURE. CALEXTRO O.**

(NAME)

For the month of

**April 1 - 30, 2022**

Official hours for arrival and departure

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	8:00	12:00	1:00	5:00		
2-SAT						Off
3-SUN						Off
4-MON	8:00	12:00	1:00	5:00		
5-TUE	8:00	12:00	1:00	5:00		
6-WED	8:00	12:00	1:00	5:00		
7-THU	8:00	12:00	1:00	5:00		
8-FRI	8:00	12:00	1:00	5:00		
9-SAT						Off
10-SUN						Off
11-MON						SUSPENDED 8:00 am 5:00 pm
12-TUE						SUSPENDED 8:00 am 5:00 pm
13-WED						SUSPENDED 8:00 am 5:00 pm
14-THU						Holiday
15-FRI						Holiday
16-SAT						Off
17-SUN						Off
18-MON	8:00	12:00	1:00	5:00		
19-TUE	8:00	12:00	1:00	5:00		
20-WED	8:00	12:00	1:00	5:00		
21-THU	8:00	12:00	1:00	5:00		
22-FRI	8:00	12:00	1:00	5:00		
23-SAT						Off
24-SUN						Off
25-MON	8:00	12:00	1:00	5:00		
26-TUE	8:00	12:00	1:00	5:00		
27-WED	8:00	12:00	1:00	5:00		
28-THU						CALAMITY LEAVE
29-FRI						CALAMITY LEAVE
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.


  
**CALEXTRO O. AURE**

VERIFIED as to prescribed office hours


  
**ELIZA D. ESPINOSA**

Department Head

Institute of Tropical Ecology &amp; Envi. Mgmt.

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