DAILY TIME RECORD LONGATANG, KLEER JEANN G.

For the month of April 1 - 30, 2022 Official hours for arrival and departure 8:00AM - 5:00PM

Day	AM			PM		m-4.3
	IN	OUT	IN	OUT	T/U	Total
1-FRI	7:00	12:05	12:45	5:15		
2-SAT						Off
3-SUN						Off
4-MON	7:45	12:10	12:50	5:29		
5-TUE	7:50	12:48	12:55	5:15		
6-WED	7:00	12:15	12:45	5:25		
7- THU	7:30	12:05	12:50	5:10		
8-FRI	7:00	12:10	12:57	5:20		
9-SAT						Off
10-SUN						Off
						Absent
11- MON						SUSPENDED
						8:00 am 5:00 pm
						Absent
12- TUE						SUSPENDED
	+		+-	-	-	8:00 am 5:00 pm
12						Absent
13-WED						SUSPENDED 8:00 am 5:00 pm
14- THU						Holiday
15-FRI						Holiday
16-SAT						Off
L7-SUN	Officia	al Travel to				
18-MON	Officia	al Travel to				
19-TUE	Officia	al Travel to				
20-WED	Officia	al Travel to				
21- THU	Officia	al Travel to				
22-FRI	Official Travel to Quezon City					
23-SAT						Off
24-SUN						Off
25-MON	7:45	12:08	12:50	5:20		
26-TUE	7:30	12:10	12:45	5:20		
27-WED	7:00	12:05	12:49	5:18		
28- THU	7:39	12:10	12:49	5:20		
29-FRI	7:50	12:05	12:50	5:35		
30-SAT		1	1			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.

KLEER JEANN GLONGATANG

VERIFIED as to prescribed office hours

ELIZA D. ESPINOSA

Department Head Institute of Tropical Ecology & Envi. Mgmt.

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Civil Service Form 48

DAILY TIME RECORD LONGATANG, KLEER JEANN G.

(MANUE)

For the month of April 1 - 30, 2022 Official hours for arrival and departure 8:00AM - 5:00PM

Day	AM		PM		T. (1)			
	IN	OUT	IN	OUT	T/U	Total		
1-FRI	7:00	12:05	12:45	5:15				
2-SAT						Off		
3-SUN						Off		
4-MON	7:45	12:10	12:50	5:29				
5-TUE	7:50	12:48	12:55	5:15				
6-WED	7:00	12:15	12:45	5:25				
7- THU	7:30	12:05	12:50	5:10				
8-FRI	7:00	12:10	12:57	5:20				
9-SAT						Off		
10-SUN						Off		
						Absent		
11- MON				100		SUSPENDED		
			-			8:00 am 5:00 pm		
						Absent		
12- TUE						SUSPENDED		
	+-	-	+	-		8:00 am 5:00 pm		
13-WED						Absent		
13-WED						SUSPENDED 8:00 am 5:00 pm		
14- THU						Holiday		
15-FRI						Holiday		
16-SAT						Off		
17-SUN	Officia	al Travel to						
18-MON	Official Travel to Quezon City							
19-TUE	Official Travel to Quezon City							
20-WED		al Travel to						
21-THU	Officia	al Travel to						
22-FRI	Official Travel to Quezon City							
23-SAT						Off		
24-SUN			1			Off		
25-MON	7:45	12:08	12:50	5:20				
26-TUE	7:30	12:10	12:45	5:20				
27-WED	7:00	12:05	12:49	5:18				
28-тни	7:39	12:10	12:49	5:20	6.			
29-FRI	7:50	12:05	12:50	5:35				
30-SAT		1	_			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.

KLEER JEANN G. LONGATANG

VERIFIED as to prescribed office hours

ELIZA D. ESPINOSA

Department Head Institute of Tropical Ecology & Envi. Mgmt.