

DAILY TIME RECORD
MACAPANAS, REYNANTE G.
 (NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	7:37	12:15	12:20	5:01		8hrs
3-TUE	7:41	12:24	12:30	5:02		8hrs
4-WED	7:47	12:00	12:04	5:00		8hrs
5-THU	7:38	11:48	12:46	5:00	12mins	7hrs 48mins
6-FRI	7:45	12:00	12:04	5:05		8hrs
7-SAT						Off
8-SUN						Off
9-MON	7:48	12:05	12:29	4:57	3mins	7hrs 57mins
10-TUE						OB
11-WED	7:47	12:01	12:05	5:06		8hrs
12-THU	7:43	12:13	12:18	5:03		8hrs
13-FRI	7:42	12:12	12:18	5:02		8hrs
14-SAT						Off
15-SUN						Off
16-MON	7:54	12:12	12:19	5:01		8hrs
17-TUE	7:56	12:02	12:10	4:51	9mins	7hrs 51mins
18-WED	8:00	12:00	1:00	5:00		8hrs
19-THU	8:00	12:00	1:00	5:00		8hrs
20-FRI						Holiday
21-SAT						Off
22-SUN						Off
23-MON	8:00	12:00	1:00	5:00		8hrs
24-TUE	8:00	12:00	1:00	5:00		8hrs
25-WED	8:00	12:00	1:00	5:00		8hrs
26-THU	8:00	12:00	1:00	5:00		8hrs
27-FRI	8:00	12:00	1:00	5:00		8hrs
28-SAT						Off
29-SUN						Off
30-MON						Holiday
31-TUE	7:19	12:12	12:21	4:18	42mins	7hrs 18mins

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


JEROME O. ARRIBADO

Department Head
 Ecological Farm & Resource Management Institute