

DAILY TIME RECORD**RATILLA, BERTA C.**

(NAME)

For the month of
February 1 - 28, 2023
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:56	12:19	12:47	5:20		8hrs
2-THU	7:58	12:04	12:29	5:06		8hrs
3-FRI	8:00	12:12	12:59	5:10		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:55	12:02	12:30	5:06		8hrs
7-TUE	8:02	12:09	12:37	5:27	2mins	7hrs 58mins
8-WED	8:01	12:09	12:45	5:30	1min	7hrs 59mins
9-THU	8:00	12:06	12:45	5:14		8hrs
10-FRI	7:53	12:03	12:53	5:27		8hrs
11-SAT						Off
12-SUN						Off
13-MON						FL
14-TUE	8:02	12:07	12:46	5:07	2mins	7hrs 58mins
15-WED	8:05	12:14	12:54	5:49	5mins	7hrs 55mins
16-THU	8:01	12:07	12:21	5:32	1min	7hrs 59mins
17-FRI	8:02	12:11	12:53	5:28	2mins	7hrs 58mins
18-SAT						Off
19-SUN						Off
20-MON	7:58	12:09	12:51	5:21		8hrs
21-TUE	7:51	12:07	12:55	5:18		8hrs
22-WED	7:59	12:19	12:42	5:11		8hrs
23-THU	8:02	12:12	12:47	5:18	2mins	7hrs 58mins
24-FRI						Holiday
25-SAT						Off
26-SUN						Off
27-MON	7:59	12:07	12:37	5:27		8hrs
28-TUE	8:04	12:06	12:32	5:34	4mins	7hrs 56mins

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.


BERTA C. RATILLA

VERIFIED as to prescribed office hours


RUTH O. ESCASINAS

Department Head
 Department of Agronomy