

DAILY TIME RECORD**BALDOS, ODELO B.**

(NAME)

For the month of

December 1 - 31, 2024

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	7:58	12:49	12:50	5:05		8hrs
3-TUE	7:56	12:01	12:04	5:52		8hrs
4-WED	7:58	12:19	12:21	7:32		8hrs
5-THU	7:23	12:00	12:41	7:06		8hrs
6-FRI	7:53	12:13	12:14	6:41		8hrs
7-SAT						Off
8-SUN						Off
9-MON	7:53	12:04	12:06	5:05		8hrs
10-TUE	7:55	12:05	12:10	6:17		8hrs
11-WED	7:52	12:08	12:11	5:30		8hrs
12-THU	7:48	12:28	12:30	5:43		8hrs
13-FRI	7:59	12:05	12:08	6:00		8hrs
14-SAT						Off
15-SUN						Off
16-MON	7:58	12:00	12:03	5:00		8hrs
17-TUE	7:59	12:05	12:07	5:00		8hrs
18-WED	7:59	12:00	12:05	5:01		8hrs
19-THU						FL
20-FRI						FL
21-SAT						Off
22-SUN						Off
23-MON						SPL
24-TUE						Holiday
25-WED						Holiday
26-THU						SPL
27-FRI						SPL
28-SAT						Off
29-SUN						Off
30-MON						Holiday
31-TUE						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.



ODELO B. BALDOS

VERIFIED as to prescribed office hours



JEROME O. ARRIBADO

Department Head

Eco-Farm & Resource Management Institute