

# **DAILY TIME RECORD** **MACAPANAS, REYNANTE G.**

(NAME)

For the month of  
**September 1 - 30, 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	7:33	12:01	12:07	5:00		8hrs
3-TUE	7:11	12:00	1:00	5:00		8hrs
4-WED	7:51	12:01	12:07	5:00		8hrs
5-THU	7:43	12:01	12:05	5:01		8hrs
6-FRI	7:42	12:00	12:07	5:00		8hrs
7-SAT						Off
8-SUN						Off
9-MON	7:41	12:01	12:05	5:01		8hrs
10-TUE	7:45	12:00	12:05	5:00		8hrs
11-WED	7:43	12:00	12:04	5:00		8hrs
12-THU	7:47	12:13	12:16	5:03		8hrs
13-FRI	7:53	12:03	12:10	5:00		8hrs
14-SAT						Off
15-SUN						Off
16-MON	7:43	12:01	12:08	5:00		8hrs
17-TUE	7:32	12:00	12:06	5:00		8hrs
18-WED	7:33	12:00	12:05	5:00		8hrs
19-THU	8:00	12:00	12:05	5:00		8hrs
20-FRI	7:51	12:02	12:07	5:00		8hrs
21-SAT						Off
22-SUN						Off
23-MON	7:43	12:01	12:07	3:09		6hrs 9mins SUSPENDED 3:00 pm 5:00 pm
24-TUE	7:49	12:00	12:06	5:00		8hrs
25-WED	7:52	12:00	1:00	5:00		8hrs
26-THU	7:32	12:00	12:07	5:00		8hrs
27-FRI	7:38	12:02	12:11	5:00		8hrs
28-SAT						Off
29-SUN						Off
30-MON	7:42	12:00	12:07	5:00		8hrs

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  
 Eco-Farm & Resource Management Institute