

**DAILY TIME RECORD****GORNE, NELLO D.**

(NAME)

For the month of  
**December 1 - 31, 2021**  
 Official hours for arrival and departure  
**8:00AM - 5:00PM**


Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:58	12:02	12:59	5:15		Absent
2-THU	8:00	12:04	12:58	5:10		Absent
3-FRI	8:00	12:05	1:00	5:12		Absent
4-SAT	S					Off
5-SUN	S					Off
6-MON	7:56	12:00	12:58	5:20		Absent
7-TUE	8:00	12:04	1:00	5:14		Absent
8-WED	7:57	12:05	12:59	5:15		Absent
9-THU	8:00	12:02	1:00	5:18		Absent
10-FRI	8:00	12:01	1:00	5:10		Absent
11-SAT	S					Off
12-SUN	S					Off
13-MON	8:00	12:05	1:00	5:11		Absent
14-TUE	7:59	12:03	1:00	5:16		Absent
15-WED	8:00	12:06	12:57	5:13		Absent
16-THU	On	leave				Absent
17-FRI	On	leave				Absent
18-SAT	S					Off
19-SUN	S					Off
20-MON	On	leave				Absent
21-TUE	On	leave				Absent
22-WED	On	leave				Absent
23-THU	On	leave				Absent
24-FRI	On	leave				Absent
25-SAT	S					Off
26-SUN	S					Off
27-MON	On	leave				Absent
28-TUE	On	leave				Absent
29-WED	On	leave				Absent
30-THU	On	leave				Absent
31-FRI	On	leave				Absent

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.



**NELLO D. GORNE**

VERIFIED as to prescribed office hours



**ULYSSES A. CAGASAN**

Department Head  
 Department of Agronomy

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

(NAME)

For the month of  
**December 1 - 31, 2021**  
 Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:55	12:00	1:00	5:05		Absent
2-THU	7:59	12:00	1:00	5:04		Absent
3-FRI	8:00	12:00	1:00	5:10		Absent
4-SAT						Off
5-SUN						Off
6-MON	7:55	12:00	1:00	5:05		Absent
7-TUE	7:55	12:00	1:00	5:05		Absent
8-WED		Holiday				Absent
9-THU	7:59	12:00	1:00	5:06		Absent
10-FRI	8:00	12:00	1:00	5:05		Absent
11-SAT						Off
12-SUN						Off
13-MON	7:54	12:00	1:00	5:00		Absent
14-TUE	7:59	12:00	1:00	5:05		Absent
15-WED	7:55	12:00				Absent
16-THU						Absent
17-FRI		TYPHOON ODETTIE				Absent
18-SAT						Off
19-SUN						Off
20-MON	8:00	12:00	1:00	5:04		Absent
21-TUE	7:55	12:00	1:00	5:05		Absent
22-WED	7:59	12:00	1:00	5:05		Absent
23-THU						Absent
24-FRI		On leave				Absent
25-SAT						Off
26-SUN						Off
27-MON						Absent
28-TUE		On leave				Absent
29-WED						Absent
30-THU		Holiday				Absent
31-FRI	7:59	12:00				Absent

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.



**TEODOMERO C. RATILLA**

VERIFIED as to prescribed office hours



**ULYSSES A. CAGASAN**

Department Head  
 Department of Agronomy