

DAILY TIME RECORD**CAPIN, ORLAN 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	8:00	12:00	1:00	5:00		
2-THU	8:00	12:00	1:00	5:00		
3-FRI	8:00	12:00	1:00	5:00		
4-SAT						Off
5-SUN						Off
6-MON	8:00	12:00	1:00	5:00		
7-TUE	8:00	12:00	1:00	5:00		
8-WED	HOLIDAY					
9-THU	8:00	12:00	1:00	5:00		
10-FRI	8:00	12:00	1:00	5:00		
11-SAT						Off
12-SUN						Off
13-MON	8:00	12:00	1:00	5:00		
14-TUE	8:00	12:00	1:00	5:00		
15-WED	8:00	12:00	TYPHOON			
16-THU	TYPHOON ODETTE					
17-FRI	TYPHOON ODETTE					
18-SAT						Off
19-SUN						Off
20-MON	8:00	12:00	1:00	5:00		
21-TUE	8:00	12:00	1:00	5:00		
22-WED	8:00	12:00	1:00	5:00		
23-THU	8:00	12:00	1:00	5:00		
24-FRI	EMERGENCY LEAVE					
25-SAT						Off
26-SUN						Off
27-MON	8:00	12:00	1:00	5:00		
28-TUE	8:00	12:00	1:00	5:00		
29-WED	8:00	12:00	1:00	5:00		
30-THU	HOLIDAY					
31-FRI	EMERGENCY LEAVE					

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.



ORLAN C. CAPIN

VERIFIED as to prescribed office hours



ELIZA D. ESPINOSA

Department Head
Institute of Tropical Ecology & Envi. Mgmt.