

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

(NAME)

For the month of

March 1 - 31, 2025

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	7:48	12:03	12:33	5:15		8hrs
4-TUE	7:45	12:18	12:23	5:42		8hrs
5-WED	7:59	12:06	12:14	5:17		8hrs
6-THU	8:02	12:03	12:12	6:13	2mins	7hrs 58mins
7-FRI	7:37	12:16	12:21	5:37		8hrs
8-SAT						Off
9-SUN						Off
10-MON	7:50	12:07	12:11	5:21		8hrs
11-TUE	7:42	12:00	12:38	6:26		8hrs
12-WED	7:59	12:03	12:14	5:30		8hrs
13-THU	7:56	12:11	12:29	5:35		8hrs
14-FRI	8:00	12:10	12:13	6:12		8hrs
15-SAT						Off
16-SUN						Off
17-MON	7:58	12:03	12:08	5:07		9hrs 4mins
18-TUE	8:03	12:13	12:23	6:24		10hrs 11mins
19-WED	7:54	12:01	12:05	5:26		9hrs 28mins
20-THU	7:51	12:06	12:14	6:00		10hrs 1min
21-FRI	7:55	12:01	12:06	5:32		9hrs 32mins
22-SAT						Off
23-SUN						Off
24-MON	8:01	12:02	12:21	5:32	1min	7hrs 59mins
25-TUE	7:47	12:00	12:22			4hrs SUSPENDED 1:00 pm 5:00 pm
26-WED	7:48	12:19	12:20	5:17		8hrs
27-THU	7:51	12:11	12:17	5:53		8hrs
28-FRI	8:00	12:05	12:12	6:09		8hrs
29-SAT						Off
30-SUN						Off
31-MON	7:51	12:03	12:25	5:26		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.


BERTA C. RATILLA

VERIFIED as to prescribed office hours


LUZ C. ASIO 4/7/25
 Department Head
 Department of Agronomy

Date Generated: Apr/07/2025 09:58:58