

DAILY TIME RECORD

ORIAS, ANGELITA B.
(NAME)


For the month of
March 1 - 31, 2024
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:59	12:00	1:00	5:21		8hrs
2-SAT						Off
3-SUN						Off
4-MON	7:00	12:30	1:00	5:28		8hrs
5-TUE	8:00	12:00	12:09	7:04		8hrs
6-WED	7:58	12:00	12:31	7:35		8hrs
7-THU	7:00	12:27	12:29	5:12		8hrs
8-FRI	8:00	12:13	12:19	5:00		8hrs
9-SAT						Off
10-SUN						Off
11-MON	7:54	12:03	12:42	5:49		9hrs 16mins
12-TUE	7:03	12:04	12:16	5:28		10hrs 13mins
13-WED	8:00	12:10	12:11	5:33		9hrs 32mins
14-THU						OB
15-FRI						OB
16-SAT						OB
17-SUN						OB
18-MON						OB
19-TUE	8:00	12:00	1:00	7:00		8hrs
20-WED	8:00	12:05	12:06	5:00		8hrs
21-THU	7:54	12:05	12:45	5:58		8hrs
22-FRI	7:35	12:05	12:15	5:52		8hrs
23-SAT						Off
24-SUN						Off
25-MON						OB
26-TUE						OB
27-WED						OB
28-THU						Holiday
29-FRI						Holiday
30-SAT						Off
31-SUN						Off

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.


ANGELITA B. ORIAS

VERIFIED as to prescribed office hours


TEOFANES A. PATINDOL
Department Head
Institute of Tropical Ecology & Envi. Mgmt.