

DAILY TIME RECORD
LONGATANG, KLEER JEANN G.
 (NAME)

For the month of
March 1 - 31, 2022


Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	7:35	12:10	12:50	5:32		
2-WED	7:00	12:05	12:49	5:28		
3-THU	7:45	12:09	12:48	5:34		
4-FRI	6:53	12:10	12:50	5:30		
5-SAT						Off
6-SUN						Off
7-MON	7:48	12:08	12:55	5:34		
8-TUE	TRAVEL TO ABUYOG, LEYTE					
9-WED	6:50	12:15	12:50	5:27		
10-THU	7:44	12:11	12:55	5:30		
11-FRI	6:58	12:04	12:49	5:28		
12-SAT						Off
13-SUN						Off
14-MON	7:40	12:15	12:50	5:35		
15-TUE	7:55	12:12	12:55	5:30		
16-WED	7:00	12:14	12:52	5:35		
17-THU	7:49	12:04	12:45	5:29		
18-FRI	6:54	12:10	12:50	5:25		
19-SAT						Off
20-SUN						Off
21-MON	7:39	12:18	12:50	5:20		
22-TUE	7:35	12:09	12:49	5:19		
23-WED	6:55	12:05	12:55	5:30		
24-THU	7:40	12:10	12:44	5:27		
25-FRI	6:50	12:13	12:50	5:33		
26-SAT	TRAVEL TO BILIRAN					
27-SUN						Off
28-MON	7:35	12:14	12:48	5:28		
29-TUE	7:40	12:12	12:57	5:22		
30-WED	6:59	12:17	12:59	5:20		
31-THU	7:52	12:15	12:55	5:35		

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.


KLEER JEANN G. LONGATANG

VERIFIED as to prescribed office hours


ELIZA D. ESPINOSA
 Department Head
 Institute of Tropical Ecology & Envi. Mgmt.