

DAILY TIME RECORD  
CAPIN, ORLAN C.  
(NAME)

For the month of  
April 1 - 30, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED	7:18	12:21	12:22	5:07		8hrs
3-THU	7:33	12:00	12:01	5:28		8hrs
4-FRI	7:22	12:02	12:03	5:00		8hrs
5-SAT						Off
6-SUN						Off
7-MON	7:14	12:10	12:11	5:01		8hrs
8-TUE						Absent
9-WED						Holiday
10-THU	6:38	12:01	12:02	5:00		8hrs
11-FRI	7:43	12:00	12:01	5:09		8hrs
12-SAT						Off
13-SUN						Off
14-MON	7:38	12:00	12:01	5:02		8hrs
15-TUE	7:32	12:02	12:03	7:33		8hrs
16-WED						FL
17-THU						Holiday
18-FRI						Holiday
19-SAT						Off
20-SUN						Off
21-MON	7:26	12:01	12:03	7:16		8hrs
22-TUE	7:35	12:05	12:06	5:10		8hrs
23-WED	7:09	12:16	12:17	5:00		8hrs
24-THU	7:31	12:08	12:09	5:22		8hrs
25-FRI	7:37	12:10	12:11	5:00		8hrs
26-SAT						Off
27-SUN						Off
28-MON						101ST VSU ANNIVERSARY
29-TUE						101ST VSU ANNIVERSARY
30-WED						101ST VSU ANNIVERSARY

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

TEOFANES A. PATINDOL

Department Head  
Institute of Tropical Ecology and Environmental Science

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