

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

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:53	12:03	12:33	5:36		8hrs
2-TUE	7:57	12:12	12:52	5:37		8hrs
3-WED	7:39	12:02	12:53	5:14		8hrs
4-THU	7:49	12:12	12:50	7:06		8hrs
5-FRI	7:52	12:09	12:40	5:19		8hrs
6-SAT						Off
7-SUN						Off
8-MON	7:58	12:10	12:55	6:52		8hrs
9-TUE	7:55	12:22	12:54	7:00		8hrs
10-WED	7:59	12:17	12:50	5:15		8hrs
11-THU	7:39	12:26	12:58	5:39		8hrs
12-FRI	7:20	12:03	12:40	6:27		8hrs
13-SAT						Off
14-SUN						Off
15-MON						OB
16-TUE	7:55	12:08	12:11	5:06		8hrs
17-WED	8:00	12:20	12:22	5:03		8hrs SUSPENDED 4:30 pm 11:59 pm
18-THU						SUSPENDED 8:00 am 11:59 pm
19-FRI	7:56	12:02	12:17	5:28		8hrs
20-SAT						Off
21-SUN						Off
22-MON	8:00	12:02	12:17	5:08		8hrs
23-TUE	7:42	12:02	12:17	5:08		8hrs
24-WED	7:47	12:08	1:00	5:18		8hrs
25-THU	7:48	12:03	12:49	6:26		8hrs
26-FRI	7:54	12:16	12:51	5:36		8hrs
27-SAT						Off
28-SUN						Off
29-MON	5:11	12:10	12:55	8:09		8hrs
30-TUE	7:30	12:05	12:47	8:49		8hrs
31-WED	5:25	12:30	12:55	6:03		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.

  
**KLEER JEANN G. LONGATANG**

VERIFIED as to prescribed office hours

**TEOFANES A. PATINDOL**

Department Head  
 Institute of Tropical Ecology & Envi. Mgmt.