

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

(NAME)

For the month of

January 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 | | | | | | Holiday |
| 2-TUE | 7:59 | 12:05 | 12:21 | 5:44 | | 8hrs |
| 3-WED | 8:04 | 12:06 | 12:15 | 5:15 | 4mins | 7hrs 56mins |
| 4-THU | 8:02 | 12:05 | 12:17 | 5:46 | 2mins | 7hrs 58mins |
| 5-FRI | 7:53 | 12:13 | 12:15 | 5:48 | | 8hrs |
| 6-SAT | | | | | | Off |
| 7-SUN | | | | | | Off |
| 8-MON | 7:57 | 12:02 | 12:19 | 5:37 | | 8hrs |
| 9-TUE | 7:57 | 12:04 | 12:17 | 5:41 | | 8hrs |
| 10-WED | | | | | | SL |
| 11-THU | 7:56 | 12:04 | 12:13 | 5:32 | | 8hrs |
| 12-FRI | 8:00 | 12:10 | 12:27 | 5:05 | | 8hrs |
| 13-SAT | | | | | | Off |
| 14-SUN | | | | | | Off |
| 15-MON | 8:02 | 12:07 | 12:14 | 5:46 | 2mins | 7hrs 58mins |
| 16-TUE | 7:59 | 12:03 | 12:30 | 5:52 | | 8hrs |
| 17-WED | 8:00 | 12:08 | 12:21 | 5:37 | | 8hrs |
| 18-THU | 7:58 | 12:03 | 12:26 | 7:17 | | 8hrs |
| 19-FRI | 7:55 | 12:21 | 12:29 | 5:42 | | 8hrs |
| 20-SAT | | | | | | Off |
| 21-SUN | | | | | | Off |
| 22-MON | 8:00 | 12:05 | 12:22 | 5:27 | | 8hrs |
| 23-TUE | 8:00 | 12:02 | 12:28 | 5:29 | | 8hrs |
| 24-WED | 7:10 | 12:04 | 12:14 | 5:32 | | 8hrs |
| 25-THU | 7:59 | 12:06 | 12:21 | 5:27 | | 8hrs |
| 26-FRI | 8:02 | 12:04 | 12:16 | 6:10 | 2mins | 7hrs 58mins |
| 27-SAT | | | | | | Off |
| 28-SUN | | | | | | Off |
| 29-MON | 7:58 | 12:02 | 12:15 | 5:41 | | 8hrs |
| 30-TUE | 7:55 | 12:06 | 12:29 | 5:57 | | 8hrs |
| 31-WED | 7:12 | 12:18 | 12:29 | 5:56 | | 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

DIONESIO M. BAÑOC
 Department Head
 Department of Agronomy