

DAILY TIME RECORD  
GORRE, ELVIRA B.

(NAME)

For the month of  
January 1 - 31, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						Holiday
2-THU						SL
3-FRI						SL
4-SAT						Off
5-SUN						Off
6-MON	7:55	12:12	12:54	5:05		8hrs
7-TUE	7:59	12:39	12:54	5:22		8hrs
8-WED	7:57	12:07	12:46	5:14		8hrs
9-THU	8:00	12:08	12:42	5:23		8hrs
10-FRI	8:01	12:40	12:41	5:21	1min	7hrs 59mins
11-SAT						Off
12-SUN						Off
13-MON	8:06	12:12	12:58	5:35	6mins	7hrs 54mins
14-TUE	7:58	12:13	12:47	5:10		8hrs
15-WED	7:59	12:02	12:40	5:11		8hrs
16-THU	7:59	12:12	12:46	5:14		8hrs
17-FRI	7:55	12:37	12:58			4hrs (SLP half day)
18-SAT						Off
19-SUN						Off
20-MON	8:01	12:20	1:00	5:12	1min	7hrs 59mins
21-TUE	7:59	12:02	12:34	5:27		8hrs
22-WED	7:54	12:08	12:39	5:54		8hrs
23-THU	8:00	12:11	12:55	5:22		8hrs
24-FRI	8:04	12:10	12:43	5:16	4mins	7hrs 56mins
25-SAT						Off
26-SUN						Off
27-MON	7:57	12:12	12:43	5:15		8hrs
28-TUE	8:04	12:19	12:32	5:01	4mins	7hrs 56mins
29-WED						Holiday
30-THU	8:00	12:03	12:46	8:36		8hrs
31-FRI	8:01	12:15	12:44	5:38	1min	7hrs 59mins

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.

ELVIRA B. GORRE

VERIFIED as to prescribed office hours

TEOFANES A. PATINDOL

Department Head  
Institute of Tropical Ecology and Environmental Science

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