

DAILY TIME RECORD
MACAPANAS, REYNANTE G.
 (NAME)

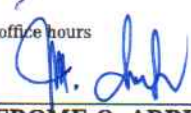
For the month of
December 1 - 31, 2023
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:53	12:00	12:05	5:01		8hrs
2-SAT						Off
3-SUN						Off
4-MON	7:52	12:01	12:05	5:00		8hrs
5-TUE	7:53	12:08	12:15	5:00		8hrs
6-WED	7:52	12:25	12:31	5:00		8hrs
7-THU	7:51	12:25	12:55	6:01		8hrs
8-FRI						Holiday
9-SAT						Off
10-SUN						Off
11-MON	7:48	12:15	12:22	5:06		8hrs
12-TUE	7:48	12:06	12:11	5:04		8hrs
13-WED	7:50	12:01	12:05	5:00		8hrs
14-THU	7:46	12:00	12:06	5:01		8hrs
15-FRI	7:55	12:03	12:08	5:03		8hrs
16-SAT						Off
17-SUN						Off
18-MON	8:14	12:00	12:05	5:06	14mins	7hrs 46mins
19-TUE						FL
20-WED						SPL
21-THU						SPL
22-FRI						FL
23-SAT						Off
24-SUN						Off
25-MON						Holiday
26-TUE						Holiday
27-WED						FL
28-THU						FL
29-FRI						FL
30-SAT						Off
31-SUN						Off

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.


REYNANTE G. MACAPANAS

VERIFIED as to prescribed office hours


JEROME O. ARRIBADO

Department Head
 Ecological Farm & Resource Management Institute