

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


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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	7:50	12:05	12:45	5:15		8hrs
4-TUE	7:48	12:00	12:50	5:10		8hrs
5-WED	7:50	12:05	12:48	5:10		8hrs
6-THU	7:56	12:09	12:46	6:17		8hrs
7-FRI	7:55	12:10	12:47	5:20		8hrs
8-SAT						Off
9-SUN						Off
10-MON	7:50	12:10	12:45	5:15		8hrs
11-TUE	7:51	12:01	12:29	6:04		8hrs
12-WED	7:50	12:10	12:50	5:05		8hrs
13-THU	7:40	12:10	12:48	5:10		8hrs
14-FRI	7:58	12:15	12:52	5:20		8hrs
15-SAT						Off
16-SUN						Off
17-MON	7:53	12:04	12:25	5:18		8hrs
18-TUE	7:50	12:10	12:50	5:15		8hrs
19-WED	7:48	12:10	12:50	5:10		8hrs
20-THU	7:59	12:05	12:40	5:18		8hrs
21-FRI	7:54	12:11	12:48	5:23		8hrs
22-SAT						Off
23-SUN						Off
24-MON	7:55	12:19	12:49	7:27		8hrs
25-TUE	7:37	12:06	12:24	9:44		8hrs
26-WED	8:00	12:14	12:39	6:15		8hrs
27-THU	8:01	12:36	12:46	7:55	1min	7hrs 59mins
28-FRI	7:24	12:15	12:34	6:37		8hrs
29-SAT						Off
30-SUN						Off
31-MON	7:58	12:08	12:43	9:38		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.