

DAILY TIME RECORD**MANAPSAL, SHAIRA B.**

(NAME)

For the month of

September 1 – 31, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11	08:35	12:00	12:43	05:40		
12	08:04	12:00	12:48	05:15		
13	07:44	12:01	12:45	05:05		
14	07:55	12:00	12:45	05:05		
15	07:45	12:02	12:48	05:25		
16	SATURDAY					
17	SUNDAY					
18	08:00	12:02	12:30	05:10		
19	08:00	12:00	12:42	05:05		
20	LEAVE					
21	08:00	12:00	12:45	05:25		
22	LEAVE					
23	SATURDAY					
24	SUNDAY					
25	07:50	12:04	12:59	04:43		
26	07:45	12:00	12:55	05:35		
27	07:59	12:00	12:55	05:05		
28	07:33	12:00	12:40	05:30		
29	07:54	12:00	12:45	05:15		
30	SATURDAY					
31	SUNDAY					

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.



SHAIRA B. MANAPSAL

VERIFIED as to prescribed office hours



ELIZA D. ESPINOSA

Department Head
Institute of Tropical Ecology & Envi. Mgmt.