

DAILY TIME RECORD

BASTASA, ARTURO S.

(NAME)

For the month of
June 1 - 30, 2024
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	6:56	12:00	12:02	5:18		8hrs
4-TUE	8:07	12:00	12:01	5:52	7mins	7hrs 53mins
5-WED	8:09	12:00	12:03	5:53	9mins	7hrs 51mins
6-THU	8:08	12:00	12:04	5:53	8mins	7hrs 52mins
7-FRI	8:05	12:00	12:04	5:39	5mins	7hrs 55mins
8-SAT						Off
9-SUN						Off
10-MON	6:59	12:00	12:01	5:30		8hrs
11-TUE	8:01	12:00	12:01	5:47	1min	7hrs 59mins
12-WED						Holiday
13-THU	7:42	12:00	12:03	6:06		8hrs
14-FRI	8:04	12:00	12:07	5:47	4mins	7hrs 56mins
15-SAT						Off
16-SUN						Off
17-MON						Holiday
18-TUE	6:41	12:00	12:01	5:35		8hrs
19-WED	8:26	12:00	12:05	5:27	26mins	7hrs 34mins
20-THU	8:00	12:00	12:01	5:39		8hrs
21-FRI	7:54	12:00	12:02	6:15		8hrs
22-SAT						Off
23-SUN						Off
24-MON	6:10	12:42	12:45	6:07		8hrs
25-TUE	7:37	12:02	12:04	5:41		8hrs
26-WED	8:02	12:01	12:03	5:30	2mins	7hrs 58mins
27-THU	8:11	12:00	12:01	5:41	11mins	7hrs 49mins
28-FRI	7:38	12:00	12:10	5:44		8hrs
29-SAT						Off
30-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.

ARTURO S. BASTASA

VERIFIED as to prescribed office hours

KLEER JEANN G. LONGATANG

Department Head
Institute of Tropical Ecology & Envi. Mgmt.

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