

DAILY TIME RECORD

COME, RENEZITA S.

(NAME)

For the month of

January 1 - 31, 2022

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						
4-TUE						
5-WED						
6-THU						
7-FRI						
8-SAT						Off
9-SUN						Off
10-MON	8:00	12:00	1:00	5:00		
11-TUE	8:00	12:00	1:00	5:00		
12-WED	8:00	12:00	1:00	5:00		
13-THU	8:00	12:00	1:00	5:00		
14-FRI	8:00	12:00	1:00	5:00		
15-SAT						Off
16-SUN						Off
17-MON	8:00	12:00	1:00	5:00		
18-TUE	8:00	12:00	1:00	5:00		
19-WED	8:00	12:00	1:00	5:00		
20-THU	8:00	12:00	1:00	5:00		
21-FRI	8:00	12:00	1:00	5:00		
22-SAT						Off
23-SUN						Off
24-MON	8:00	12:00	1:00	5:00		
25-TUE	8:00	12:00	1:00	5:00		
26-WED	8:00	12:00	1:00	5:00		
27-THU	8:00	12:00	1:00	5:00		
28-FRI	8:00	12:00	1:00	5:00		
29-SAT						Off
30-SUN						Off
31-MON	WFH					

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.


 RENEZITA S. COME

VERIFIED as to prescribed office hours


 ANATOLIO N. POLINAR

 Department Head
 Department of Forest Science

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