

DAILY TIME RECORD
MACAPANAS, REYNANTE G.
 (NAME)

For the month of
July 1 - 31, 2025

Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	7:40	12:02	12:06	5:00		8hrs
2-WED	7:34	12:01	12:06	5:03		8hrs
3-THU	7:38	12:02	12:08	5:00		8hrs
4-FRI	7:45	12:02	12:08	5:03		8hrs
5-SAT						Off
6-SUN						Off
7-MON	7:32	12:02	12:06	5:00		8hrs
8-TUE	7:32	12:00	12:06	5:02		8hrs
9-WED						OB
10-THU	7:42	12:01	12:06	5:03		8hrs
11-FRI	7:39	12:00	12:06	5:01		8hrs
12-SAT						Off
13-SUN						Off
14-MON	7:27	12:00	12:05	5:01		8hrs
15-TUE	7:32		7:32		8hrs	
16-WED	7:41	12:00	12:06	5:00		8hrs
17-THU						Absent
18-FRI	7:44	12:00	12:05	5:02		8hrs
19-SAT						Off
20-SUN						Off
21-MON	7:57	12:00	12:06	5:00		8hrs
22-TUE	7:41	12:00	12:05	5:00		8hrs
23-WED	8:00				8hrs	
24-THU	7:41	12:00	12:03	5:00		8hrs
25-FRI	7:43	12:01	12:06	5:00		8hrs
26-SAT						Off
27-SUN						Off
28-MON	7:31	12:01	12:05	5:00		8hrs
29-TUE	7:29	12:00	12:04	5:00		8hrs
30-WED	7:26	12:05	12:09	5:00		8hrs
31-THU	7:36	12:00	12:05	5:00		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.


REYNANTE G. MACAPANAS

VERIFIED as to prescribed office hours


ED ALLAN L. ALCOBER

Department Head
 Eco-Farm & Resource Management Institute