

DAILY TIME RECORD
BASTASA, ARTURO S.
(NAME)

For the month of
November 1 - 30, 2023
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						Holiday
2-THU						Holiday
3-FRI	8:13	12:01	12:05	5:04	13mins	7hrs 47mins
4-SAT						Off
5-SUN						Off
6-MON	7:23	12:00	12:06	5:41		8hrs
7-TUE	7:37	12:00	12:06	5:51		8hrs
8-WED	8:32	12:00	12:02	5:42	32mins	7hrs 28mins
9-THU	7:44	12:03	12:05	5:57		8hrs
10-FRI	7:53	12:00	12:08	5:01		8hrs
11-SAT						Off
12-SUN						Off
13-MON	7:57	12:00	12:01	5:40		8hrs
14-TUE	7:56	12:00	12:10	6:09		8hrs
15-WED	7:56	12:00	12:02	6:03		8hrs
16-THU	8:13	12:00	12:01	5:56	13mins	7hrs 47mins
17-FRI	8:15	12:00	12:03	5:00	15mins	7hrs 45mins
18-SAT						Off
19-SUN						Off
20-MON	8:13	12:01	12:02	6:20	13mins	7hrs 47mins
21-TUE	8:08	12:00	12:02	6:40	8mins	7hrs 52mins
22-WED						SL
23-THU	6:41	12:00	12:02	6:13		8hrs
24-FRI	8:22	12:00	12:03	5:35	22mins	7hrs 38mins
25-SAT						Off
26-SUN						Off
27-MON						Holiday
28-TUE	7:46	12:00	12:46	5:26		8hrs
29-WED	8:24	12:00	12:01	5:54	24mins	7hrs 36mins
30-THU	8:01	12:00	12:01	5:35	1min	7hrs 59mins

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

TEOFANES A. PATINDOL
Department Head
Institute of Tropical Ecology & Envi. Mgmt.

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