

DAILY TIME RECORD
BENITEZ, CECILIO M.
(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						FL
4-SAT						Off
5-SUN						Off
6-MON	7:49	12:00	12:15	5:01		8hrs
7-TUE	7:39	12:03	12:20	5:00		8hrs
8-WED	7:58	12:03	12:47	5:00		8hrs
9-THU	8:01	12:03	12:25	5:00	1min	7hrs 59mins
10-FRI	7:59	12:00	12:49	5:00		8hrs
11-SAT						Off
12-SUN						Off
13-MON	8:04	12:00	12:13	5:00	4mins	7hrs 56mins
14-TUE	7:58	12:00	12:27	5:02		8hrs
15-WED	8:04	12:00			4hrs 4mins	3hrs 56mins
16-THU	8:18	12:01	12:49	5:00	18mins	7hrs 42mins
17-FRI	7:59	12:00	12:38	4:27	33mins	7hrs 27mins
18-SAT						Off
19-SUN						Off
20-MON						SL
21-TUE	7:54	12:01	12:16	5:00		8hrs
22-WED	7:54	12:10	12:44	5:00		8hrs
23-THU	8:00	12:00	8:00		4hrs	4hrs
24-FRI	8:12	12:02	12:41	5:00	12mins	7hrs 48mins
25-SAT						Off
26-SUN						Off
27-MON						Holiday
28-TUE	7:47	12:00	12:34	5:00		8hrs
29-WED						SL
30-THU						SL

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.

CECILIO M. BENITEZ

VERIFIED as to prescribed office hours

TEOFANES A. PATINDOL

Department Head
Institute of Tropical Ecology & Envi. Mgmt.

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