

DAILY TIME RECORD**MILAN, VANESSA MAY B.**

(NAME)

For the month of

March 1 - 31, 2024

Official hours for arrival and departure


8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	8:02	12:01	12:08	5:05	2mins	7hrs 58mins
2-SAT						Off
3-SUN						Off
4-MON	7:54	12:00	12:02	5:09		8hrs
5-TUE	8:00	1:08	1:08	5:09	8mins	7hrs 52mins
6-WED	7:59	12:01	12:03	5:10		8hrs
7-THU	7:57	12:00	12:04	5:04		8hrs
8-FRI	7:56	12:01	12:04	5:05		8hrs
9-SAT						Off
10-SUN						Off
11-MON	7:57	12:00	12:04	5:12		8hrs
12-TUE	8:02	12:00	12:03	5:04	2mins	7hrs 58mins
13-WED	7:59	12:04	12:13	5:05		8hrs
14-THU	7:57	12:02	12:08	5:13		8hrs
15-FRI	8:00	12:00	12:04	5:01		8hrs
16-SAT						Off
17-SUN						Off
18-MON	7:57	12:00	12:05	5:03		8hrs
19-TUE	7:58	12:01	12:04	5:02		8hrs
20-WED	8:00	12:00	1:00	5:00		8hrs
21-THU	7:56	12:02	12:06	5:02		8hrs
22-FRI	7:53	12:22	12:23	5:05		8hrs
23-SAT						Off
24-SUN						Off
25-MON	8:00	12:00	12:06	5:04		8hrs
26-TUE	8:00	12:06	1:00	5:00		8hrs
27-WED	8:01	12:03				3hrs 59mins SUSPENDED 12:00 pm 11:59 pm
28-THU						Holiday
29-FRI						Holiday
30-SAT						Off
31-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.


VANESSA MAY B. MILAN

VERIFIED as to prescribed office hours


JEROME O. ARRIBADO

Department Head
 Ecological Farm & Resource Management Institute