

DAILY TIME RECORD

CAPIN, ORLAN C.

(NAME)

For the month of
February 1 - 28, 2025
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	7:34	12:01	12:02	5:02		8hrs
4-TUE	7:29	12:01	12:02	5:06		8hrs
5-WED	7:35	12:08	12:24	5:00		8hrs
6-THU						OB
7-FRI						OB
8-SAT						OB
9-SUN						OB
10-MON						OB
11-TUE						OB
12-WED						OB
13-THU						OB
14-FRI						OB
15-SAT						Off
16-SUN						Off
17-MON	7:39	12:01	12:04	5:00		8hrs
18-TUE	7:15	12:11	12:12	5:00		8hrs
19-WED						OB
20-THU						OB
21-FRI						OB
22-SAT						Off
23-SUN						Off
24-MON	7:17	12:04	12:05	5:00		8hrs
25-TUE	7:23	12:02	12:04	5:01		8hrs
26-WED						OB
27-THU						OB
28-FRI	7:37	12:25	12:26	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.

ORLAN C. CAPIN

VERIFIED as to prescribed office hours

TEOFANES A. PATINDOL

Department Head
Institute of Tropical Ecology and Environmental Science

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