

DAILY TIME RECORD

GORRE, ELVIRA B.

(NAME)

For the month of

April 1 - 30, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	8:00	12:13	12:47	5:12		8hrs
2-SAT						Off
3-SUN						Off
4-MON	7:22	12:14	12:46	5:03		8hrs
5-TUE	8:00	12:34	12:55	5:11		8hrs
6-WED	7:41	12:10	12:40	5:20		8hrs
7-THU	7:58	12:53	12:53	5:00		8hrs
8-FRI	8:01	12:17	12:54	5:07		7hrs 59mins
9-SAT						Off
10-SUN						Off
11-MON						Absent SUSPENDED 8:00 am 5:00 pm
12-TUE						Absent SUSPENDED 8:00 am 5:00 pm
13-WED						Absent SUSPENDED 8:00 am 5:00 pm
14-THU						Holiday
15-FRI						Holiday
16-SAT						Off
17-SUN						Off
18-MON	7:54	12:10	12:53	5:16		8hrs
19-TUE	7:48	12:09	12:32	5:13		8hrs
20-WED						Absent/CALAMITY LEAVE
21-THU						Absent/CALAMITY LEAVE
22-FRI	8:00	12:20	12:40	5:25		8hrs
23-SAT						Off
24-SUN						Off
25-MON	8:00	12:36	12:54	5:15		8hrs
26-TUE	7:49	12:04	12:46	5:11		8hrs
27-WED	7:58	12:10	12:57	5:04		8hrs
28-THU	7:54	12:10	12:51	5:16		8hrs
29-FRI						Absent/CALAMITY LEAVE
30-SAT						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.

ELVIRA B. GORRE

VERIFIED as to prescribed office hours

ELIZA D. ESPINOSA

Department Head
Institute of Tropical Ecology & Envi. Mgmt.