

DAILY TIME RECORD**RATILLA, TEODOMERO C.**

(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	7:57	12:06	12:09	7:41		8hrs
2-SAT						Off
3-SUN						Off
4-MON	8:00	12:09	12:20	5:39		8hrs
5-TUE	8:00	12:07	12:15	7:43		8hrs
6-WED	7:47	12:17	12:20	5:29		8hrs
7-THU	8:07	12:01	12:11	5:09	7mins	7hrs 53mins
8-FRI	6:39	12:05	12:17	5:02		8hrs
9-SAT						Off
10-SUN						Off
11-MON	7:58	12:07	12:20	5:53		8hrs
12-TUE	6:59	12:14	12:28	5:13		8hrs
13-WED	6:59	12:04	12:14	7:38		8hrs
14-THU	8:05	12:16	12:18	5:29	5mins	7hrs 55mins
15-FRI	8:00	12:08	12:18	5:53		8hrs
16-SAT						Off
17-SUN						Off
18-MON	7:57	12:13	12:19	5:17		8hrs
19-TUE	7:47	12:09	12:18	5:32		8hrs
20-WED	7:42	12:03	12:09	7:22		8hrs
21-THU	5:57	12:05	12:19	5:50		8hrs
22-FRI	7:58	12:03	12:08	5:45		8hrs
23-SAT						Off
24-SUN						Off
25-MON	6:12	12:09	12:20	5:40		8hrs
26-TUE	6:26	12:14	12:22	5:31		8hrs
27-WED	5:57	12:42				4hrs 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.



TEODOMERO C. RATILLA

VERIFIED as to prescribed office hours



DIONESIO M. BAÑOC

Department Head
Department of Agronomy