

DAILY TIME RECORD
GORRE, ELVIRA 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	7:56	12:22	12:48	6:31		8hrs
2-SAT						Off
3-SUN						Off
4-MON	7:56	12:15	12:55	6:45		8hrs
5-TUE	7:56	12:43	12:58	5:33		8hrs
6-WED	7:59	12:15	12:57	7:39		8hrs
7-THU	7:58	12:15	12:50	6:17		8hrs
8-FRI	7:59	12:23	12:52	5:58		8hrs
9-SAT						Off
10-SUN						Off
11-MON	8:00	12:52	12:52	5:41		8hrs
12-TUE	7:53	12:19	12:52	5:31		8hrs
13-WED	8:03	12:13	12:56	6:12	3mins	7hrs 57mins
14-THU	7:54	12:15	12:44	6:19		8hrs
15-FRI	7:47	12:14	12:54	6:42		8hrs
16-SAT	9:13	12:29	1:47	5:55		7hrs 24mins
17-SUN						Off
18-MON	7:53	12:10	12:52	6:37		8hrs
19-TUE	7:54	12:14	12:52	10:09		8hrs
20-WED	8:03	12:31	12:59	6:23	3mins	7hrs 57mins
21-THU	7:46	12:06	12:50	7:35		8hrs
22-FRI	7:54	12:13	12:51	6:49		8hrs
23-SAT	9:53	12:21	1:00	5:36		7hrs 4mins
24-SUN						Off
25-MON	7:58	12:27	12:56	5:29		8hrs
26-TUE	7:40	12:25	12:41	6:10		8hrs
27-WED	7:58	12:03	7:58			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.

ELVIRA B. GORRE

VERIFIED as to prescribed office hours

TEOFANES A. PATINDOL

Department Head
Institute of Tropical Ecology & Envi. Mgmt.

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