

DAILY TIME RECORD**BASTASA, ARTURO S.**

(NAME)

For the month of

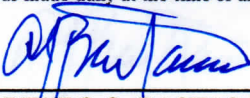
December 1 - 31, 2021

Official hours for arrival and departure


8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:09	12:55	1:02	5:12	2mins	7hrs 58mins
2-THU	7:28	12:00	12:05	5:43		8hrs
3-FRI	7:41	12:00	12:06	5:24		8hrs
4-SAT						Off
5-SUN						Off
6-MON	6:05	12:05	12:11	5:20		8hrs
7-TUE	7:28	12:02	12:05	5:50		8hrs
8-WED	Holiday					Absent
9-THU	7:09	12:00	12:51	5:40		8hrs
10-FRI	Sick Leave					Absent
11-SAT						Off
12-SUN						Off
13-MON	7:50	12:00	1:00	5:10		8hrs
14-TUE	7:35	12:52	1:00	5:51		8hrs
15-WED	7:32	12:38	1:00	5:20		8hrs
16-THU	7:40	12:00	12:35	5:20		8hrs
17-FRI	7:55	12:00	12:40	5:25		8hrs
18-SAT						Off
19-SUN						Off
20-MON	7:40	12:10	12:40	5:20		8hrs
21-TUE	7:56	12:05	12:55	5:40		8hrs
22-WED	7:35	12:00	12:05	5:43		8hrs
23-THU	7:50	12:00	1:00	5:58		8hrs
24-FRI	7:55	12:15	12:45	5:50		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:28	12:00	12:57	5:35		8hrs
28-TUE	7:41	12:00	12:06	5:24		8hrs
29-WED	7:32	12:38	12:05	5:43		8hrs
30-THU	Holiday					Absent
31-FRI	7:55	12:00	12:05	5:50		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.


ARTURO S. BASTASA

VERIFIED as to prescribed office hours


ELIZA D. ESPINOSA

Department Head
 Institute of Tropical Ecology & Envi. Mgmt.