

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

(NAME)

For the month of  
**November 1 - 30, 2022**Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED						FL
3-THU	7:56	12:02	12:48	5:27		8hrs
4-FRI	7:35	12:06	12:20	5:16		8hrs
5-SAT						Off
6-SUN						Off
7-MON	7:57	12:09	12:54	5:07		8hrs
8-TUE	7:53	12:02	12:40	7:22		8hrs
9-WED	8:01	12:52	12:57	5:26	1min	7hrs 59mins
10-THU	7:58	12:08	12:25	5:37		8hrs
11-FRI	8:09	12:10	12:24	5:16	9mins	7hrs 51mins
12-SAT						Off
13-SUN						Off
14-MON	7:58	12:39	12:50	5:30		8hrs
15-TUE	7:58	12:06	12:47	5:48		8hrs
16-WED	8:01	12:12	12:50	5:36	1min	7hrs 59mins
17-THU	7:43	12:01	12:35	5:27		8hrs
18-FRI	8:03	12:05	1:00	7:00	3mins	7hrs 57mins SUSPENDED 1:00 pm 7:00 pm
19-SAT						Off
20-SUN						Off
21-MON	7:49	12:01	12:49	5:27		8hrs
22-TUE	8:03	12:07	12:09	5:15	3mins	7hrs 57mins
23-WED						FL
24-THU	7:54	12:02	12:29	5:12		8hrs
25-FRI	8:07	12:11	12:39	5:18	7mins	7hrs 53mins
26-SAT						Off
27-SUN						Off
28-MON	7:56	12:02	12:48	5:11		8hrs
29-TUE	7:53	12:02	12:33	5:06		8hrs
30-WED						Holiday

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.



**BERTA C. RATILLA**

VERIFIED as to prescribed office hours



**RUTH O. ESCASINAS**

Department Head  
Department of Agronomy