

# DAILY TIME RECORD

## MACAPANAS, REYNANTE G.

(NAME)

For the month of  
May 1 - 31, 2022  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	7:50	12:00	12:40	5:03		Absent
3-TUE						Holiday
4-WED	7:55	12:03	12:50	5:10		Absent
5-THU	7:53	12:05	12:45	5:06		Absent
6-FRI	7:52	12:06	12:48	5:10		Absent
7-SAT						Off
8-SUN						Off
9-MON						Holiday
10-TUE	7:59	12:00	12:50	5:00		Absent
11-WED	7:48	12:03	12:52	5:05		Absent
12-THU	7:51	12:09	12:53	5:06		Absent
13-FRI	7:52	12:06	12:47	5:09		Absent
14-SAT						Off
15-SUN						Off
16-MON	7:42	12:00	12:51	5:00		8hrs
17-TUE	7:45	12:00	12:46	5:01		8hrs
18-WED	7:37	12:00	12:47	5:00		8hrs
19-THU	7:49	11:56	12:53	5:07	4mins	7hrs 56mins
20-FRI	7:47	12:02	12:53	5:04		8hrs
21-SAT						Off
22-SUN						Off
23-MON	7:48	12:53	12:53	5:29		8hrs
24-TUE	7:45	12:10	12:48	5:03		8hrs
25-WED	7:18	12:01	12:31	5:04		8hrs
26-THU	7:39	12:00	12:40	5:06		8hrs
27-FRI	Team building					Absent
28-SAT						Off
29-SUN						Off
30-MON	7:39	12:23	12:52	5:05		8hrs
31-TUE	7:49	12:00	12:45	5:01		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.

**REYNANTE G. MACAPANAS**

VERIFIED as to prescribed office hours

**DHENBER C. LUSANTA**

Department Head  
Farm Resource Management Institute