

DAILY TIME RECORD

BENITEZ, CECILIO M.

(NAME)

For the month of  
August 1 - 31, 2023

Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	7:35	12:03	12:23	5:02		8hrs
2-WED	7:44	12:01	12:19	5:04		8hrs
3-THU	7:46	12:02	12:19	5:00		8hrs
4-FRI	7:56	12:07	12:37	5:00		8hrs
5-SAT						Off
6-SUN						Off
7-MON	7:46	12:03	12:42	5:01		8hrs
8-TUE	7:41	12:02	12:39	5:00		8hrs
9-WED	7:50	12:00	12:25	5:00		8hrs
10-THU	7:48	12:01	12:31	5:00		8hrs
11-FRI	7:53	12:03	12:40	5:00		8hrs
12-SAT						Off
13-SUN						Off
14-MON	7:45	12:00	12:35	5:00		8hrs
15-TUE	7:58	12:00	12:35	5:00		8hrs
16-WED	7:55	12:00	12:35	5:00		8hrs
17-THU	8:08	12:09	12:43	5:00	8mins	7hrs 52mins
18-FRI	8:00	12:00	1:00	5:00		8hrs
19-SAT						Off
20-SUN						Off
21-MON						Holiday
22-TUE	7:40	12:00	12:40	5:00		8hrs
23-WED	7:48	12:00	12:48	5:00		8hrs
24-THU						SL
25-FRI						SL
26-SAT						Off
27-SUN						Off
28-MON						Holiday
29-TUE	7:30	12:00	12:45	5:00		8hrs
30-WED	7:50	12:00	12:50	5:00		8hrs
31-THU	7:55	12:00	12:35	5:00		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.

CECILIO M. BENITEZ

VERIFIED as to prescribed office hours

ELIZA D. ESPINOSA

Department Head  
Institute of Tropical Ecology & Envi. Mgmt.

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