

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

(NAME)

For the month of

**February 1 - 28, 2025**

Official hours for arrival and departure

**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	8:01	12:05	12:09	5:45	1min	7hrs 59mins
4-TUE	7:39	12:01	12:13	5:34		8hrs
5-WED	7:30	12:02	12:05	5:34		8hrs
6-THU	7:56	12:08	12:17	6:02		8hrs
7-FRI	7:47	12:38	12:42	6:31		8hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 11:59 pm
11-TUE	7:56	12:02	12:15	5:16		8hrs
12-WED						CONSULTATIVE MEETING WITH VSU PRESIDENT
13-THU	7:57	12:05	12:30	5:50		8hrs
14-FRI	7:56	12:07	12:21	5:52		8hrs
15-SAT						Off
16-SUN						Off
17-MON	7:57	12:12	12:26	5:56		8hrs
18-TUE	8:01	12:08	12:18	5:49	1min	7hrs 59mins
19-WED	7:54	12:06	12:19	5:17		8hrs
20-THU	7:53	12:14	12:16	7:30		8hrs
21-FRI	7:50	12:35	12:38	5:22		8hrs
22-SAT						Off
23-SUN						Off
24-MON	7:48	12:12	12:15	5:19		8hrs
25-TUE	8:13	12:14	12:20	5:48	13mins	7hrs 47mins
26-WED	7:49	12:01	12:21	6:56		8hrs
27-THU	7:59	12:04	12:10	5:46		8hrs
28-FRI	7:52	12:03	12:07	5:18		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.


  
BERTA C. RATILLA

VERIFIED as to prescribed office hours


  
LUZ C. ASIO
   
Department Head
   
Department of Agronomy