

DAILY TIME RECORD**BENITEZ, CECILIO M.**

(NAME)

For the month of

October 1 - 31, 2022

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	7:53	12:01	12:52	5:01		8hrs
4-TUE	7:56	12:02	12:49	5:01		8hrs
5-WED	7:58	12:00	12:44	5:00		8hrs
6-THU	8:05	12:02	12:36	5:00	5mins	7hrs 55mins
7-FRI	8:01	12:02	12:51	5:00	1min	7hrs 59mins
8-SAT						Off
9-SUN						Off
10-MON	7:49	12:08	12:24	5:00		8hrs
11-TUE	7:56	12:07	12:39	5:02		8hrs
12-WED	7:54	12:08	12:53	5:23		8hrs
13-THU	7:49	12:25	12:54	5:03		8hrs
14-FRI	8:00	12:01	12:41	5:03		8hrs
15-SAT						Off
16-SUN						Off
17-MON	7:55	12:06	12:45	5:02		8hrs
18-TUE	HALF DAY		12:41	5:02	4hrs	4hrs
19-WED	7:56	12:00	12:43	5:01		8hrs
20-THU						Holiday
21-FRI	7:59	12:04	12:53	5:01		8hrs
22-SAT						Off
23-SUN						Off
24-MON	8:03	12:00	12:35	5:01	3mins	7hrs 57mins
25-TUE	8:01	12:02	12:47	5:00	1min	7hrs 59mins
26-WED	8:03	12:04	12:42	5:01	3mins	7hrs 57mins
27-THU	7:54	12:04	12:37	5:00		8hrs
28-FRI	HALF DAY					SUSPENDED 1:00 pm 5:00 pm
29-SAT						Off
30-SUN						Off
31-MON						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.



CECILIO M. BENITEZ

VERIFIED as to prescribed office hours



ELIZA D. ESPINOSA

Department Head
Institute of Tropical Ecology & Envi. Mgmt.