

**DAILY TIME RECORD****BANDALAN, EILEEN B.**

(NAME)

For the month of

November 1 - 30, 2021

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Absent
2-TUE						Absent
3-WED	7:16	12:15	12:52	5:15		Absent
4-THU	7:56	12:13	12:55	5:10		Absent
5-FRI	8:00	12:16	12:55	5:13		Absent
6-SAT						Off
7-SUN						Off
8-MON						Absent
9-TUE	7:55	12:10	12:56	5:05		Absent
10-WED	7:10	12:20	12:58	5:11		Absent
11-THU	8:00	12:01	1:00	5:10		Absent
12-FRI	7:58	12:10	1:00	5:12		Absent
13-SAT						Off
14-SUN						Off
15-MON	7:40	12:05	1:00	5:16		Absent
16-TUE	7:58	12:15	12:50	5:05		Absent
17-WED	7:40	12:00	12:55	5:40		Absent
18-THU	7:58	12:00	1:00	5:05		Absent
19-FRI	7:55	12:10	1:00	5:05		Absent
20-SAT						Off
21-SUN						Off
22-MON	7:25	12:05	1:00	7:20		Absent
23-TUE	7:58	12:10	1:00	7:00		Absent
24-WED	8:00	12:10	1:00	5:20		Absent
25-THU	8:00	12:13	12:58	5:20		Absent
26-FRI						Absent
27-SAT						Off
28-SUN						Off
29-MON	8:00	12:10	12:55	5:10		Absent
30-TUE						Absent

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.

  
**EILEEN B. BANDALAN**

VERIFIED as to prescribed office hours

**LORINA A. GALVEZ**

Department Head  
 Department of Food Science and Technology