

**DAILY TIME RECORD****CAGANDE, LOREME S.**

(NAME)

For the month of  
**February 1 - 28, 2022**  
 Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE		<i>Holiday</i>				Absent
2-WED	7:58	12:01	12:58	5:00		Absent
3-THU	7:55	12:02	1:00	5:03		Absent
4-FRI	8:00	12:04	12:58	5:05		Absent
5-SAT						Off
6-SUN						Off
7-MON	8:00	12:03	1:00	5:02		Absent
8-TUE	7:59	12:01	12:55	5:02		Absent
9-WED	7:56	12:01	12:56	5:00		Absent
10-THU	7:54	12:00	12:57	5:04		Absent
11-FRI	7:56	12:06	12:54	5:00		Absent
12-SAT						Off
13-SUN						Off
14-MON	7:58	12:03	1:00	5:08		Absent
15-TUE	8:00	12:06	1:00	5:06		Absent
16-WED	7:56	12:02	12:58	5:03		Absent
17-THU	7:58	12:00	12:56	5:00		Absent
18-FRI	8:00	12:06	12:53	5:00		Absent
19-SAT						Off
20-SUN						Off
21-MON	8:00	12:05	12:54	5:04		Absent
22-TUE	8:00	12:01	1:00	5:02		Absent
23-WED	7:55	12:03	12:54	5:03		Absent
24-THU	7:56	12:00	12:58	5:03		Absent
25-FRI		<i>Holiday</i>				Absent
26-SAT						Off
27-SUN						Off
28-MON	8:00	12:03	12:54	5:04		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.

*L. L. Cagande***LOREME S. CAGANDE**

VERIFIED as to prescribed office hours

*Ulysses A. Cagasan*

**ULYSSES A. CAGASAN**  
 Department Head  
 Department of Agronomy

**DAILY TIME RECORD****BAGARINAO, MARIEDITH I.**

(NAME)

For the month of  
**February 1 - 28, 2022**  
 Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE		<i>HOLIDAY</i>				Absent
2-WED	7:55	12:00	1:00	5:00		Absent
3-THU	8:00	12:05	1:00	5:05		Absent
4-FRI	8:00	12:01	1:00	5:00		Absent
5-SAT						Off
6-SUN						Off
7-MON	8:00	12:00	1:00	5:02		Absent
8-TUE	7:58	12:02	1:00	5:00		Absent
9-WED	8:00	12:00	1:00	5:10		Absent
10-THU	8:00	12:00	1:00	5:00		Absent
11-FRI	7:50	12:01	12:58	5:00		Absent
12-SAT						Off
13-SUN						Off
14-MON	8:00	12:06	1:00	5:00		Absent
15-TUE	7:59	12:03	1:00	5:03		Absent
16-WED	8:00	12:01	1:00	5:05		Absent
17-THU	8:00	12:00	1:00	5:00		Absent
18-FRI	8:00	12:00	1:00	5:15		Absent
19-SAT						Off
20-SUN						Off
21-MON	7:59	12:00	1:00	5:00		Absent
22-TUE	8:00	12:00	12:58	5:00		Absent
23-WED	8:00	12:10	1:00	5:10		Absent
24-THU	8:00	12:20	1:00	5:03		Absent
25-FRI		<i>HOLIDAY</i>				Absent
26-SAT						Off
27-SUN						Off
28-MON	8:00	12:00	1:00	5:00		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.

*Mariedithe I. Bagarinao***MARIEDITHE I. BAGARINAO**

VERIFIED as to prescribed office hours

*Ulysses A. Cagasan*

**ULYSSES A. CAGASAN**  
 Department Head  
 Department of Agronomy