

DAILY TIME RECORD  
GORRE, ELVIRA B.  
(NAME)

For the month of  
September 1 - 30, 2024  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	7:59	12:22	12:42	6:10		8hrs
3-TUE	7:59	12:53	12:55	5:20		8hrs
4-WED	8:01	12:29	12:51	5:24	1min	7hrs 59mins
5-THU	7:56	12:07	12:50	5:16		8hrs
6-FRI	7:52	12:03	12:41	5:25		8hrs
7-SAT						Off
8-SUN						Off
9-MON	7:43	12:30	12:56	5:18		8hrs
10-TUE	7:57	12:14	12:52	5:14		8hrs
11-WED	7:58	12:54	12:54	5:35		8hrs
12-THU	8:01	12:14	12:51	5:16	1min	7hrs 59mins
13-FRI	7:55	12:25	12:40	5:15		8hrs
14-SAT						Off
15-SUN						Off
16-MON	7:56	12:10	12:40	5:26		8hrs
17-TUE	8:02	12:09	12:52	5:15	2mins	7hrs 58mins
18-WED	8:09	12:07	12:37	5:12	9mins	7hrs 51mins
19-THU	7:59	12:09	12:39	5:06		8hrs
20-FRI	7:57	12:12	12:56	5:16		8hrs
21-SAT						Off
22-SUN						Off
23-MON	8:01	12:06	12:45	3:12		6hrs 11mins SUSPENDE 3:00 pm 5:00 pm
24-TUE	7:53	12:05	12:45	5:14		8hrs
25-WED	7:57	12:12	12:39	5:21		8hrs
26-THU	7:57	12:07	12:48	5:19		8hrs
27-FRI	7:59	12:10	12:10	5:19		8hrs
28-SAT						Off
29-SUN						Off
30-MON	7:56	12:26	12:48	5:23		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.

ELVIRA B. GORRE

VERIFIED as to prescribed office hours

TEOFANES A. PATINDOL  
Department Head  
Institute of Tropical Ecology & Envi. Mgmt.

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