

DAILY TIME RECORD**BASTASA, ARTURO S.**

(NAME)

For the month of

November 1 - 30, 2024

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI						Holiday
2-SAT						Off
3-SUN						Off
4-MON	7:59	12:00	12:02	5:31		8hrs
5-TUE	8:01	12:00	12:05	5:30	1min	7hrs 59mins
6-WED	8:04	12:00	12:01	5:41	4mins	7hrs 56mins
7-THU	8:03	12:59	1:00	5:22	3mins	7hrs 57mins
8-FRI	7:59	12:00	12:03	5:25		8hrs
9-SAT						Off
10-SUN						Off
11-MON	7:55	12:00	12:05	5:42		8hrs
12-TUE	8:03	12:06	12:15	5:36	3mins	7hrs 57mins
13-WED	8:08	12:01	12:04	5:40	8mins	7hrs 52mins
14-THU	8:16	12:05	1:00	5:33	16mins	7hrs 44mins
15-FRI	8:14	12:01	12:20	3:59		6hrs 45mins SUSPENDED 3:01 pm 11:59 pm
16-SAT						Off
17-SUN						Off
18-MON	8:03	12:00	12:06	5:17	3mins	7hrs 57mins
19-TUE	8:05	12:01	12:03	5:59	5mins	7hrs 55mins
20-WED	8:00	12:00	12:01	5:26		8hrs
21-THU	8:07	12:00	12:03	5:30	7mins	7hrs 53mins
22-FRI	8:00	12:00	12:03	5:56		8hrs
23-SAT						Off
24-SUN						Off
25-MON	8:05	12:00	12:07	5:43	5mins	7hrs 55mins
26-TUE	8:07	12:01	12:10	5:37	7mins	7hrs 53mins
27-WED	8:00	12:00	12:01	5:42		8hrs
28-THU	8:07	12:03	12:04	5:40	7mins	7hrs 53mins
29-FRI	8:18	12:01	12:02	5:30	18mins	7hrs 42mins
30-SAT						Off

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.


ARTURO S. BASTASA

VERIFIED as to prescribed office hours


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