

**DAILY TIME RECORD**

**ORIAS, ANGELITA B.**

(NAME)

For the month of

**April 1 - 30, 2024**

Official hours for arrival and departure

**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:31	12:49	12:55	8:54		8hrs
2-TUE	8:00	12:08	12:53	5:57		8hrs
3-WED						OB
4-THU	7:32	12:10	1:00	6:14		8hrs
5-FRI						OB
6-SAT						Off
7-SUN						Off
8-MON	6:59	12:04	12:05	5:37		8hrs
9-TUE						Holiday
10-WED						OB
11-THU						OB
12-FRI						OB
13-SAT						OB
14-SUN						OB
15-MON						OB
16-TUE						OB
17-WED						OB
18-THU	7:00	12:30	1:00	5:00		8hrs
19-FRI	8:00	12:12	12:48	5:00		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:00	12:30	1:00	5:10		VSU CENTENNIAL ANNIVERSARY CELEBRATION
23-TUE	8:00	12:08	1:00	7:00		VSU CENTENNIAL ANNIVERSARY CELEBRATION
24-WED	8:00	12:00	1:00	5:50		VSU CENTENNIAL ANNIVERSARY CELEBRATION
25-THU	7:49	12:30	12:59	5:19		VSU CENTENNIAL ANNIVERSARY CELEBRATION
26-FRI	8:00	12:00	1:00	5:30		VSU CENTENNIAL ANNIVERSARY CELEBRATION
27-SAT						VSU CENTENNIAL ANNIVERSARY CELEBRATION
28-SUN						VSU CENTENNIAL ANNIVERSARY CELEBRATION
29-MON	8:00	12:00	1:00	6:00		VSU CENTENNIAL ANNIVERSARY CELEBRATION
30-TUE	8:00	12:00	1:00	5:00		VSU CENTENNIAL ANNIVERSARY CELEBRATION

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.

  
**ANGELITA B. ORIAS**

VERIFIED as to prescribed office hours

  
**TEOFANES A. PATINDOL**

Department Head  
Institute of Tropical Ecology & Envi. Mgmt.

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