

DAILY TIME RECORD

CAPIN, ORLAN C.

(NAME)

For the month of
May 1 - 31, 2024
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						Holiday
2-THU	6:32	12:01	12:03	5:06		8hrs
3-FRI	6:45	12:04	12:09	5:12		8hrs
4-SAT						Off
5-SUN						Off
6-MON						OB
7-TUE						OB
8-WED						OB
9-THU						OB
10-FRI						OB
11-SAT						Off
12-SUN						Off
13-MON	7:13	12:37	12:38	5:01		8hrs
14-TUE	7:34	12:00	12:02	5:08		8hrs
15-WED	6:45	12:04	12:05	5:08		8hrs
16-THU	7:27	12:01	12:02	5:15		8hrs
17-FRI						OB
18-SAT						Off
19-SUN						Off
20-MON						FL
21-TUE						SPL
22-WED						SPL
23-THU	7:34	12:00	12:02	5:00		8hrs
24-FRI	7:32	12:01	12:09	5:05		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:00	12:00	12:06	5:13		8hrs
28-TUE	6:51	12:00	12:02	5:19		8hrs
29-WED	7:07	12:27	12:29	5:00		8hrs
30-THU						OB
31-FRI	7:04	12:05	12:06	5:08		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.

ORLAN C. CAPIN

VERIFIED as to prescribed office hours

TEOFANES A. PATINDOL

Department Head
Institute of Tropical Ecology & Envi. Mgmt.

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