

**DAILY TIME RECORD****BALDOS, ODELO B.**

(NAME)

For the month of

January 1 - 31, 2024

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Holiday
2-TUE						SL
3-WED	7:52	12:07	12:09	6:40		8hrs
4-THU	8:02	12:00	12:04	6:08	2mins	7hrs 58mins
5-FRI	8:03	12:13	12:16	5:47	3mins	7hrs 57mins
6-SAT						Off
7-SUN						Off
8-MON	8:02	12:01	12:04	5:44	2mins	7hrs 58mins
9-TUE	7:58	12:02	12:05	6:21		8hrs
10-WED	8:04	12:01	12:05	5:00	4mins	7hrs 56mins
11-THU	7:53	12:52	12:53	5:35		8hrs
12-FRI	8:02	12:01	12:05	5:01	2mins	7hrs 58mins
13-SAT						Off
14-SUN						Off
15-MON	7:55	12:06	12:08	5:07		8hrs
16-TUE	7:56	12:02	12:04	5:07		8hrs
17-WED	7:56	12:00	12:03	5:00		8hrs
18-THU	7:55	12:03	12:09	6:18		8hrs
19-FRI	7:54	12:01	12:03	5:08		8hrs
20-SAT						Off
21-SUN						Off
22-MON	8:01	12:10	12:14	5:00	1min	7hrs 59mins
23-TUE						OB
24-WED	7:59	12:58	1:00	5:10		8hrs
25-THU	7:56	12:01	12:04	5:01		8hrs
26-FRI	8:00	12:01	1:02	5:07	2mins	7hrs 58mins
27-SAT						Off
28-SUN						Off
29-MON	7:58	12:12	12:13	5:01		8hrs
30-TUE	8:01	12:08	12:10	5:00	1min	7hrs 59mins
31-WED	7:57	12:04	12:09	5:00		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.


  
**ODELO B. BALDOS**

VERIFIED as to prescribed office hours


  
**JEROME O. ARRIBADO**

Department Head  
Ecological Farm & Resource Management Institute