

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

(NAME)

For the month of

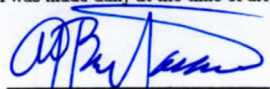
**April 1 - 30, 2022**

Official hours for arrival and departure

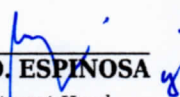
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI		12:02	12:05	5:22	4hrs	4hrs
2-SAT						Off
3-SUN						Off
4-MON	7:28			5:53	8hrs	
5-TUE				5:56	8hrs	
6-WED		12:04	12:12	5:30	4hrs	4hrs
7-THU	8:01	12:11	12:15	5:38	1min	7hrs 59mins
8-FRI	8:03	12:06	12:10	5:20	3mins	7hrs 57mins
9-SAT						Off
10-SUN						Off
11-MON						SUSPENDED 8:00 am 5:00 pm
12-TUE						SUSPENDED 8:00 am 5:00 pm
13-WED						SUSPENDED 8:00 am 5:00 pm
14-THU						Holiday
15-FRI						Holiday
16-SAT						Off
17-SUN						Off
18-MON		12:03	12:05	5:56	4hrs	4hrs
19-TUE	7:56	12:06	12:13	5:24		8hrs
20-WED	8:04	12:02	12:05	5:57	4mins	7hrs 56mins
21-THU	7:57	12:02		7:55	4hrs	4hrs
22-FRI		12:17	12:26	5:58	4hrs	4hrs
23-SAT						Off
24-SUN						Off
25-MON	7:27	12:01	12:05	5:14		8hrs
26-TUE				5:32	8hrs	
27-WED		12:07	12:10	5:52	4hrs	4hrs
28-THU	8:00	12:05	12:08	5:53		8hrs
29-FRI		12:00	6:01		8hrs	
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

  
**ELIZA D. ESPINOSA**  
 Department Head  
 Institute of Tropical Ecology & Envi. Mgmt.