

DAILY TIME RECORD

BASTASA, ARTURO S.

(NAME)

For the month of
May 1 - 31, 2023
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	7:29	12:00	12:56	6:40		8hrs
3-WED	8:00	12:01	12:59	6:14		8hrs
4-THU	8:00	12:00	1:02	6:03	2mins	7hrs 58mins
5-FRI	8:00	12:28	12:44	6:33		8hrs
6-SAT						Off
7-SUN						Off
8-MON	7:56	12:01	12:59	6:40		8hrs
9-TUE	8:00	12:01	12:42	6:31		8hrs
10-WED	8:00	12:01	12:59	6:10		8hrs
11-THU	8:06	11:55	1:22	5:26	33mins	7hrs 27mins
12-FRI	7:59	12:00	1:26	6:03	26mins	7hrs 34mins
13-SAT						Off
14-SUN						Off
15-MON						FL
16-TUE	8:04	12:00	12:29	5:07	4mins	7hrs 56mins
17-WED	7:49	12:00	12:10	5:53		8hrs
18-THU	8:07	12:00	1:18	5:52	25mins	7hrs 35mins
19-FRI	7:58	12:00	1:03	5:52	3mins	7hrs 57mins
20-SAT						Off
21-SUN						Off
22-MON	7:59	12:01	1:06	6:36	6mins	7hrs 54mins
23-TUE	8:00	12:01	12:02	6:49		8hrs
24-WED	8:05	12:00	12:02	5:27	5mins	7hrs 55mins
25-THU	7:58	12:00	12:08	5:16		8hrs
26-FRI	8:43	12:02	12:05	6:05	43mins	7hrs 17mins
27-SAT						Off
28-SUN						Off
29-MON	8:04	12:00	12:02	5:19	4mins	7hrs 56mins
30-TUE	7:59	12:00	12:01	6:20		8hrs
31-WED	8:01	12:03	12:06	5:00	1min	7hrs 59mins

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.

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