

# **DAILY TIME RECORD** **LONGATANG, KLEER JEANN G.**

(NAME)

For the month of  
**September 1 - 30, 2023**  
 Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:50	12:05	12:50	5:10		8hrs
2-SAT						Off
3-SUN						Off
4-MON	7:50	12:10	12:50	5:10		8hrs
5-TUE	7:00	12:05	12:45	5:05		8hrs
6-WED	7:00	12:05	12:40	5:10		8hrs
7-THU	7:45	12:15	12:40	5:10		8hrs
8-FRI	7:00	12:05	12:10	5:15		8hrs
9-SAT						Off
10-SUN						Off
11-MON						SPL
12-TUE	7:00	12:05	12:50	5:15		8hrs
13-WED	7:00	12:10	12:50	5:15		8hrs
14-THU	7:45	12:10	12:48	5:15		8hrs
15-FRI	7:00	12:05	12:48	5:15		8hrs
16-SAT						OB
17-SUN						Off
18-MON	7:48	12:10	12:50	5:10		8hrs
19-TUE						2023 INTRAMURAL GAMES
20-WED						2023 INTRAMURAL GAMES
21-THU						2023 INTRAMURAL GAMES
22-FRI						2023 INTRAMURAL GAMES
23-SAT						Off
24-SUN						Off
25-MON	7:40	12:05	12:50	5:20		8hrs SUSPENDED 3:00 pm 11:59 pm
26-TUE	7:00	12:05	12:48	5:10		8hrs
27-WED	7:00	12:05	12:50	5:10		8hrs
28-THU	7:46	12:20	12:44	5:21		8hrs
29-FRI	7:01	12:07	12:50	5:12		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.

  
**KLEER JEANN G. LONGATANG**

VERIFIED as to prescribed office hours

  
**TEOFANES A. PATINDOL**

Department Head  
 Institute of Tropical Ecology & Envi. Mgmt.