

DAILY TIME RECORD
MACAPANAS, REYNANTE G.
(NAME)

For the month of
February 1 - 28, 2023
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:52	12:00	12:17	5:02		8hrs
2-THU	7:49	12:01	12:37	5:05		8hrs
3-FRI	7:49	12:00	12:11	5:00		8hrs
4-SAT						Off
5-SUN						Off
6-MON						OB
7-TUE	7:52	12:02	12:38	5:05		8hrs
8-WED	7:42	12:06	12:44	5:04		8hrs
9-THU	7:52	12:00	12:40	5:01		8hrs
10-FRI	7:51	12:01	12:34	5:00		8hrs
11-SAT						Off
12-SUN						Off
13-MON	7:43	12:01	12:10	5:01		8hrs
14-TUE	7:43	12:09	12:30	5:02		8hrs
15-WED	7:43	11:56	12:45	5:05	4mins	7hrs 56mins
16-THU	7:49	12:03	12:34	5:00		8hrs
17-FRI	7:54	12:09	12:41	5:03		8hrs
18-SAT						Off
19-SUN						Off
20-MON	7:39	12:00	12:16	5:01		8hrs
21-TUE	7:48	12:02	12:22	5:00		8hrs
22-WED	7:46	12:00	12:38	5:03		8hrs
23-THU	7:51	12:06	12:20	5:03		8hrs
24-FRI						Holiday
25-SAT						Off
26-SUN						Off
27-MON						SPL
28-TUE	7:45	12:01	12:21	4:59	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.

REYNANTE G. MACAPANAS

VERIFIED as to prescribed office hours

JEROME O. ARRIBADO

Department Head
Ecological Farm & Resource Management Institute

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