

**DAILY TIME RECORD****BANDE, MARLITO JOSE M.**

(NAME)

For the month of

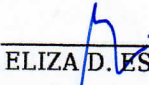
**January 1 - 31, 2022**Official hours for arrival and  
departure**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Holiday
2-SUN						Off
3-MON	OFFICIAL TRAVEL TO ABUYOG, LEYTE					
4-TUE						
5-WED						
6-THU						
7-FRI						
8-SAT						Off
9-SUN						Off
10-MON						
11-TUE						
12-WED	7:55	12:08	12:50	5:25		
13-THU	7:50	12:04	12:49	5:30		
14-FRI	7:40	12:05	12:48	5:28		
15-SAT						Off
16-SUN						Off
17-MON	7:55	12:05	12:50	5:20		
18-TUE	7:50	12:10	12:55	5:35		
19-WED	7:50	12:07	12:45	5:25		
20-THU	7:48	12:09	12:59	5:34		
21-FRI	7:47	12:10	12:50	5:26		
22-SAT						Off
23-SUN						Off
24-MON	7:50	12:10	12:55	5:28		
25-TUE	7:54	12:05	12:49	5:34		
26-WED	7:49	12:09	12:50	5:22		
27-THU	7:45	12:15	12:55	5:38		
28-FRI	7:30	12:10	12:58	5:25		
29-SAT						Off
30-SUN						Off
31-MON	7:40	12:03	12:55	5:20		

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.

  
**MARLITO JOSE M. BANDE**

VERIFIED as to prescribed office hours

  
**ELIZA D. ESPINOSA**

Department Head  
Institute of Tropical Ecology & Envi. Mgmt.