

DAILY TIME RECORD

MACAPANAS, REYNANTE G.

(NAME)

For the month of
November 1 - 30, 2022
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED	7:24	12:00	12:29	4:56	4mins	7hrs 56mins
3-THU	7:36	12:06	12:22	5:00		8hrs
4-FRI	7:42	12:00	12:39	5:03		8hrs
5-SAT						Off
6-SUN						Off
7-MON	7:36	12:05	12:41	5:00		8hrs
8-TUE	7:52	12:15	12:43	5:02		8hrs
9-WED	7:43	12:05	12:44	5:03		8hrs
10-THU	7:42	12:00	12:41	5:00		8hrs
11-FRI	7:43	12:04	12:41	5:03		8hrs
12-SAT						Off
13-SUN						Off
14-MON	7:42	12:04	12:17	5:04		8hrs
15-TUE	7:44	12:05	12:20	5:02		8hrs
16-WED	7:44	12:02	12:21	5:02		8hrs
17-THU	7:49	12:00	12:26	5:00		8hrs
18-FRI	7:46	12:00	1:00	7:00		8hrs SUSPENDED 1:00 pm 7:00 pm
19-SAT						Off
20-SUN						Off
21-MON	7:42	11:57	12:47	4:55	8mins	7hrs 52mins
22-TUE	7:43	12:00	12:41	5:00		8hrs
23-WED	7:26	12:00	12:38	5:00		8hrs
24-THU	7:38	12:13	12:24	5:01		8hrs
25-FRI	7:40	12:02	12:29	5:00		8hrs
26-SAT						Off
27-SUN						Off
28-MON	7:37	12:01	12:38	5:04		8hrs
29-TUE	7:38	12:09	12:27	5:02		8hrs
30-WED						Holiday

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

DHENBER C. LUSANTA

Department Head
Ecological Farm Resource & Management Institute