

DAILY TIME RECORD
CAPIN, ORLAN C.
(NAME)

For the month of
December 1 - 31, 2023
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	6:39	12:35	12:37	5:10		8hrs
2-SAT						Off
3-SUN						Off
4-MON	7:25	12:05	12:07	5:22		8hrs
5-TUE	6:53	12:09	12:11	5:04		8hrs
6-WED						Absent
7-THU	7:35	12:05	12:06	5:20		8hrs
8-FRI						Holiday
9-SAT						Off
10-SUN						Off
11-MON						SPL
12-TUE						SPL
13-WED						VL
14-THU						VL
15-FRI	7:22	12:09	12:12	5:11		8hrs
16-SAT						Off
17-SUN						Off
18-MON	7:11	12:10	12:11	5:00		8hrs
19-TUE	8:00	12:17	12:23	5:02		8hrs
20-WED	6:16	12:26	12:32	10:42		8hrs
21-THU	6:26	12:12	12:13	5:30		8hrs
22-FRI	7:33	12:23	12:24	5:12		8hrs
23-SAT						Off
24-SUN						Off
25-MON						Holiday
26-TUE						Holiday
27-WED	7:32	12:00	12:07	5:02		8hrs
28-THU	7:31	12:00	12:03	5:10		8hrs
29-FRI	7:40	12:28	12:29	5:32		8hrs
30-SAT						Off
31-SUN						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.

ORLAN C. CAPIN

VERIFIED as to prescribed office hours

TEOFANES A. PATINDOL
Department Head
Institute of Tropical Ecology & Envi. Mgmt.

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