

# **DAILY TIME RECORD** **CAGASAN, ULYSSES A.** (NAME)

For the month of  
May 1 - 31, 2022  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON						Absent
3-TUE						Holiday
4-WED						Absent
5-THU						Absent
6-FRI						Absent
7-SAT						Off
8-SUN						Off
9-MON						Holiday
10-TUE	8:12	12:38	12:38	5:09	3hrs 29mins	4hrs 31mins
11-WED	8:00	12:00	12:54	5:19		8hrs
12-THU	7:55	11:58	12:57	5:10	2mins	7hrs 58mins
13-FRI	8:12	12:38	1:08	5:10		Absent
14-SAT						Off
15-SUN						Off
16-MON	7:50	12:40	12:44	5:01		8hrs
17-TUE	8:04	12:12	12:35	5:13		8hrs
18-WED	7:43	12:02	12:52	5:10	3hrs 41mins	4hrs 19mins
19-THU	7:45	12:21	12:54	5:21		8hrs
20-FRI	7:57	12:29	1:23	5:13		8hrs
21-SAT						Off
22-SUN						Off
23-MON						Absent
24-TUE	8:12	12:08	1:08	5:10	3hrs 58mins	4hrs 2mins
25-WED	7:45	12:02	1:16	5:04		8hrs
26-THU	8:26	12:02	12:35	5:17	26mins	7hrs 34mins
27-FRI	8:07	12:00	12:44	5:28		8hrs
28-SAT						Off
29-SUN						Off
30-MON						Absent
31-TUE						Absent

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.

ULYSSES A. CAGASAN

VERIFIED as to prescribed office hours

RUTH O. ESCASINAS

Department Head  
Department of Agronomy