

DAILY TIME RECORD
BALDOS, ODELO B.
(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		LEAVE				Absent
3-TUE						Holiday
4-WED						Absent
5-THU		LEAVE				Absent
6-FRI						Absent
7-SAT						Off
8-SUN						Off
9-MON						Holiday
10-TUE	8:22	12:13	1:02	5:40	24mins	7hrs 36mins
11-WED	7:34	12:10	1:02	5:58	2mins	7hrs 58mins
12-THU	7:55	12:14	12:19	6:21		8hrs
13-FRI	7:56	12:00	12:10	5:15		8hrs
14-SAT						Off
15-SUN						Off
16-MON	8:01	12:00	12:11	5:04	1min	7hrs 59mins
17-TUE	7:55	12:05	12:18	5:44		8hrs
18-WED	8:09	12:00	12:11	5:00	9mins	7hrs 51mins
19-THU		TRAVEL				Absent
20-FRI	7:55	12:05	12:58	5:11		8hrs
21-SAT						Off
22-SUN						Off
23-MON	7:57	12:01	12:19	5:45		8hrs
24-TUE	7:57	12:00	12:21	5:04		8hrs
25-WED	7:43	12:00	12:10	5:06		8hrs
26-THU		TRAVEL				Absent
27-FRI		TEAM BUILDING				Absent
28-SAT						Off
29-SUN						Off
30-MON	7:57	12:07	12:20	5:02		8hrs
31-TUE	7:48	12:01	12:15	6:19		8hrs

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.


ODELO B. BALDOS

VERIFIED as to prescribed office hours


DHENBER C. LUSANTA
Department Head
Farm Resource Management Institute