

DAILY TIME RECORD**CAGANDE, LOREME S.**

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	7:35	12:15	12:34	5:29	19mins	7hrs 41mins
2-FRI	7:56	1:09	1:34	5:09		8hrs
3-SAT						Off
4-SUN						Off
5-MON	7:55	12:57	1:00	5:23	3mins	7hrs 57mins
6-TUE	7:41	12:15	12:24	5:46		8hrs
7-WED	7:48	12:03	12:54	5:08		8hrs
8-THU						Holiday
9-FRI						FL
10-SAT						Off
11-SUN						Off
12-MON	7:46	12:59	1:00	5:10	1min	7hrs 59mins
13-TUE	7:56	12:01	12:39	5:00		8hrs
14-WED	7:52	12:18	12:55	6:11		8hrs
15-THU	7:53	1:10	1:59	5:12		8hrs
16-FRI						FL
17-SAT						Off
18-SUN						Off
19-MON						FL
20-TUE						SPL
21-WED						CDO
22-THU						CDO
23-FRI						SPL
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE						CDO
28-WED						CDO
29-THU						SPL
30-FRI						Holiday
31-SAT						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.

L.R. Cagande
LOREMES. CAGANDE

VERIFIED as to prescribed office hours

RUTH O. ESCASINAS

Department Head
 Department of Agronomy