

DAILY TIME RECORD

CAPIN, ORLAN C.

(NAME)

For the month of  
July 1 - 31, 2024  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	6:15	12:12	12:13	7:40		8hrs
2-TUE						Absent
3-WED						Absent
4-THU	6:50	12:02	12:03	5:01		8hrs
5-FRI	7:14	12:09	12:10	5:13		8hrs
6-SAT						Off
7-SUN						Off
8-MON	6:57	12:00	12:01	5:07		8hrs
9-TUE	7:10	12:00	12:01	10:03		8hrs
10-WED						Absent
11-THU	7:16	12:03	12:04	5:14		8hrs
12-FRI	7:27	12:00	12:01	5:11		8hrs
13-SAT						Off
14-SUN						Off
15-MON	8:00	12:00	12:02	5:20		8hrs
16-TUE	6:29	12:01	12:02	5:06		8hrs
17-WED	6:55	12:06	12:07	5:00		8hrs SUSPENDED 4:30 pm 11:59 pm
18-THU	6:32				8hrs	SUSPENDED 8:00 am 11:59 pm
19-FRI	8:00	12:01	12:02	5:00		8hrs
20-SAT						Off
21-SUN						Off
22-MON	6:46	12:05	12:06	5:18		8hrs
23-TUE	7:14	12:29	12:30	5:29		8hrs
24-WED	7:28	12:12	12:13	5:00		8hrs
25-THU	7:17	12:05	12:06	5:00		8hrs
26-FRI						Absent
27-SAT						Off
28-SUN						Off
29-MON	6:44	12:06	12:07	5:00		8hrs
30-TUE	7:30	12:11	12:29	5:13		8hrs
31-WED	6:53	12:00	12:04	6:12		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.

ORLAN C. CAPIN

VERIFIED as to prescribed office hours

KLEER JEANN G. LONGATANG

Department Head  
Institute of Tropical Ecology & Envi. Mgmt.

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