

DAILY TIME RECORD

CAPIN, ORLAN C.  
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	7:13	12:13	12:14	5:29		8hrs
2-WED	7:11	12:06	12:07	5:14		8hrs
3-THU	7:22	12:02	12:03	5:00		8hrs
4-FRI	7:23	12:02	12:03	5:10		8hrs
5-SAT						Off
6-SUN						Off
7-MON	7:18	12:02	12:03	5:00		8hrs
8-TUE	7:22	12:08	12:09	5:21		8hrs
9-WED	7:40	12:15	12:16	5:20		8hrs
10-THU	7:27	12:12	12:13	5:26		8hrs
11-FRI	7:32	12:00	12:01	5:16		8hrs
12-SAT						Off
13-SUN						Off
14-MON	7:01	12:05	12:06	5:20		8hrs
15-TUE	7:22	12:07	12:09	5:03		8hrs
16-WED	7:33	12:13	12:14	7:14		8hrs
17-THU	7:29	12:11	12:12	5:28		8hrs
18-FRI	7:40	12:00	12:01	3:00		6hrs SUSPENDED 3:00 pm 5:00 pm
19-SAT						Off
20-SUN						Off
21-MON	7:23	12:03	12:04	5:02		8hrs
22-TUE						SUSPENDED 7:00 am 11:59 pm
23-WED	7:17	12:00	12:01	5:13		8hrs
24-THU	7:23	12:11	12:12	7:04		8hrs
25-FRI						2024 INTRAMURAL GAMES
26-SAT						Off
27-SUN						Off
28-MON						2024 INTRAMURAL GAMES
29-TUE						2024 INTRAMURAL GAMES
30-WED						2024 INTRAMURAL GAMES
31-THU	8:00	12:24				4hrs SUSPENDED 12:00 pm 11:59 pm

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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