

DAILY TIME RECORD  
CAPIN, ORLAN C.  
(NAME)

For the month of  
November 1 - 30, 2023  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						Holiday
2-THU						Holiday
3-FRI						FL
4-SAT						Off
5-SUN						Off
6-MON	7:00	12:37	12:39	5:16		8hrs
7-TUE	7:23	12:02	12:05	5:11		8hrs
8-WED	6:56	12:19	12:21	5:00		8hrs
9-THU	7:02	12:02	12:04	5:00		8hrs
10-FRI	7:16	12:05	12:08	5:09		8hrs
11-SAT						Off
12-SUN						Off
13-MON	6:53	12:18	12:21	5:04		8hrs
14-TUE	6:52	12:16	12:19	5:00		8hrs
15-WED	7:30	12:07	12:10	5:00		8hrs
16-THU	6:59	12:35	12:37	6:10		8hrs
17-FRI	7:02	12:02	12:04	5:01		8hrs
18-SAT						Off
19-SUN						Off
20-MON						OB
21-TUE						OB
22-WED	7:04	12:00	12:03	5:00		8hrs
23-THU						OB
24-FRI						SL
25-SAT						Off
26-SUN						Off
27-MON						Holiday
28-TUE	7:17	12:00	12:03	5:14		8hrs
29-WED	7:08	12:03	12:06	5:05		8hrs
30-THU	6:41	12:01	12:04	5:02		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

TEOFANES A. PATINDOL  
Department Head  
Institute of Tropical Ecology & Envi. Mgmt.

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