

DAILY TIME RECORD**BERONDO, JAIME B.**

(NAME)

For the month of

December 1 - 31, 2021

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	8:00	12:00	1:00	5:00		
2-THU	8:00	12:00	1:00	5:00		
3-FRI	8:00	12:00	1:00	5:00		
4-SAT						Off
5-SUN						Off
6-MON	8:00	12:00	1:00	5:00		
7-TUE	8:00	12:00	1:00	5:00		
8-WED						Holiday
9-THU	8:00	12:00	1:00	5:00		
10-FRI	Leave					
11-SAT						Off
12-SUN						Off
13-MON	> LEAVE					
14-TUE						
15-WED						
16-THU						Typhoon
17-FRI						Typhoon
18-SAT						Off
19-SUN						Off
20-MON	> LEAVE					
21-TUE						
22-WED						
23-THU						
24-FRI						half day
25-SAT						Off
26-SUN						Off
27-MON	> LEAVE					
28-TUE						
29-WED						
30-THU						
31-FRI						half day

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.


JAIME B. BERONDO

VERIFIED as to prescribed office hours


ANATOLIO N. POLINAR
Department Head
Department of Forest Science