

**DAILY TIME RECORD****BENITEZ, CECILIO M.**

(NAME)

For the month of

**March 1 - 31, 2023**

Official hours for arrival and departure

**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED			12:56	5:04	4hrs	4hrs
2-THU	7:53	12:00	12:53	5:01		8hrs
3-FRI	7:52	12:07	12:48	5:03		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:40	12:02	12:43	5:01		8hrs
7-TUE						OB
8-WED	7:53	12:07	12:47	5:05		8hrs
9-THU	7:51	12:00	12:12	5:04		8hrs
10-FRI	7:52	12:01	12:16	5:13		8hrs
11-SAT						Off
12-SUN						Off
13-MON	7:50	12:00	12:14	5:01		8hrs
14-TUE	7:54	12:03	12:39	5:00		8hrs
15-WED	8:00	12:01	12:13	5:01		8hrs
16-THU	7:59	12:02	12:46	5:00		8hrs
17-FRI	8:27	12:02	12:40	5:01	27mins	7hrs 33mins
18-SAT						Off
19-SUN						Off
20-MON			12:31	5:01	4hrs	4hrs
21-TUE	7:42	12:02	12:40	5:01		8hrs
22-WED	7:39	12:00	12:36	5:03		8hrs
23-THU	7:59	12:00	12:45	5:00		8hrs
24-FRI	7:48	12:00	12:12	5:00		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:58	12:01	12:33	5:02		8hrs
28-TUE	7:52	12:05	12:38	5:08		8hrs
29-WED	7:38	12:03	12:17	5:03		8hrs
30-THU	8:00	12:12	12:54	5:04		8hrs
31-FRI	7:47	12:01	12:12	5:01		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.

  
**CECILIO M. BENITEZ**

VERIFIED as to prescribed office hours

  
**ELIZA B. ESPINOSA**

Department Head *on 4/3*  
 Institute of Tropical Ecology & Envi. Mgmt.