

DAILY TIME RECORD**BENGALAN, MARLON D.**

(NAME)

For the month of

January 1 - 31, 2023

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON						Holiday
3-TUE	7:12	11:00	12:59	5:14	12mins	7hrs 48mins
4-WED	6:50	11:02	12:44	5:15		8hrs
5-THU	6:50	11:03	12:51	5:15		8hrs
6-FRI	6:47	11:00	12:35	5:07		8hrs
7-SAT						Off
8-SUN						Off
9-MON	6:50	11:01	12:37	5:06		8hrs
10-TUE	7:15	11:00	12:32	5:08	15mins	7hrs 45mins
11-WED	6:34	11:00	1:07	5:09	7mins	7hrs 53mins
12-THU	6:50	11:03	12:35	5:09		8hrs
13-FRI	6:58	11:18	12:47	5:08		8hrs
14-SAT						Off
15-SUN						Off
16-MON	6:39	11:00	12:42	5:10		8hrs
17-TUE	7:05	11:00	12:34	5:04	5mins	7hrs 55mins
18-WED	6:40	11:09	12:59	5:08		8hrs
19-THU	6:43	11:09	12:41	5:14		8hrs
20-FRI	6:59	11:04	12:48	5:08		8hrs
21-SAT						Off
22-SUN						Off
23-MON						SL
24-TUE						SL
25-WED						SL
26-THU						SL
27-FRI						SL
28-SAT						Off
29-SUN						Off
30-MON						SL
31-TUE						SL

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.


MARLON D. BENGALAN

VERIFIED as to prescribed office hours


ROMEL B. ARMEIDA

 Department Head
 National Abaca Research Center