

DAILY TIME RECORD  
ORIAS, ANGELITA B.  
(NAME)

For the month of  
September 1 - 30, 2024  
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	7:45	12:00	12:03	7:18		8hrs
3-TUE	7:58	12:01	12:39	6:07		8hrs
4-WED	7:59	12:22	12:24	5:36		8hrs
5-THU	7:49	12:03	12:33	5:36		8hrs
6-FRI	7:50	12:03	12:11	5:09		8hrs
7-SAT						Off
8-SUN						Off
9-MON	8:06	12:19	12:38	7:26	6mins	7hrs 54mins
10-TUE	7:59	12:06	12:14	5:05		8hrs
11-WED						OB
12-THU						OB
13-FRI						OB
14-SAT						OB
15-SUN						Off
16-MON	7:58	12:09	12:10	6:30		8hrs
17-TUE	6:57	12:40	12:46	5:12		8hrs
18-WED	7:57	12:02	12:03	5:22		8hrs
19-THU	7:57	12:08	12:18	7:07		8hrs
20-FRI	7:57	12:10	12:16	6:00		8hrs
21-SAT						Off
22-SUN						Off
23-MON	8:03	12:18	12:48	4:25		7hrs 22mins
						SUSPENDE 3:00 pm 5:00 pm
24-TUE	8:00	12:30	1:00	5:31		8hrs
25-WED	8:00	12:00	12:48	5:28		8hrs
26-THU	7:58	12:04	12:58	6:58		8hrs
27-FRI	8:00	12:44	12:58	7:41		8hrs
28-SAT						Off
29-SUN						Off
30-MON	8:02	12:16	12:28	7:45	2mins	7hrs 58mins

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.

ANGELITA B. ORIAS

VERIFIED as to prescribed office hours

TEOFANES A. PATINDOL

Department Head  
Institute of Tropical Ecology & Envi. Mgmt.

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