

DAILY TIME RECORD
MILAN, VANESSA MAY B.
(NAME)

For the month of
February 1 - 29, 2024
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	8:02	12:00	12:04	5:05	2mins	7hrs 58mins
2-FRI	8:00	12:10	Sick leave		4hrs	4hrs
3-SAT						Off
4-SUN						Off
5-MON	7:35	12:00	12:04	5:05		8hrs
6-TUE	8:06	12:01	12:07	5:02	6mins	7hrs 54mins
7-WED	8:00	12:00	12:08	5:01		8hrs
8-THU	8:04	12:02	12:06	5:02	4mins	7hrs 56mins
9-FRI						Holiday
10-SAT						Off
11-SUN						Off
12-MON	8:02	12:01	12:03	5:05	2mins	7hrs 58mins
13-TUE	8:02	12:01	12:04	5:07	2mins	7hrs 58mins
14-WED	8:00	12:00	12:06	5:02		8hrs
15-THU	8:01	12:46	12:54	5:06	1min	7hrs 59mins
16-FRI	8:02	12:01	12:06	5:03	2mins	7hrs 58mins
17-SAT						Off
18-SUN						Off
19-MON	8:01	11:46	Sick leave		4hrs 15mins	3hrs 45mins
20-TUE						SL
21-WED	8:02	12:00	12:04	5:03	2mins	7hrs 58mins
22-THU	8:00	12:01	12:03	5:01		8hrs
23-FRI	7:59	12:00	12:01	5:08		8hrs
24-SAT						Off
25-SUN						Off
26-MON	8:00	12:00	12:03	5:03		8hrs
27-TUE	7:59	12:00	12:02	5:04		8hrs
28-WED	7:56	12:01	12:06	5:07		8hrs
29-THU	7:49	12:00	12:07	5:07		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.


VANESSA MAY B. MILAN

VERIFIED as to prescribed office hours

JEROME O. ARRIBADO
Department Head
Ecological Farm & Resource Management Institute