

DAILY TIME RECORD

Name: VIRGELIO C. DARGANTES JR.

For the month of December 2021

Official hour for (Regular days) _____

Arrival _____ Departure (Saturdays) _____

Day	A.M.		P.M.		Udertime	
	Arr	Dep	Arr	Dep	Hrs	Mins
1	8:30	12:10	12:56	6:15		
2	8:00	12:03	12:58	5:45		
3	8:10	12:14	12:53	5:11		
4	SATURDAY					
5	SUNDAY					
6	8:30	12:03	1:00	5:19		
7	8:00	12:07	12:59	5:07		
8	HOLIDAY					
9	8:25	12:06	12:57	6:09		
10	8:00	12:00	12:59	5:13		
11	SATURDAY					
12	SUNDAY					
13	WORK-FROM-HOME					
14	FORCED LEAVE					
15	COMPENSATORY DAY-OFF					
16	COMPENSATORY DAY-OFF					
17	COMPENSATORY DAY-OFF					
18	SATURDAY					
19	SUNDAY					
20	COMPENSATORY DAY-OFF					
21	COMPENSATORY DAY-OFF					
22	COMPENSATORY DAY-OFF					
23	COMPENSATORY DAY-OFF					
24	WORK-FROM-HOME					
25	SATURDAY					
26	SUNDAY					
27	COMPENSATORY DAY-OFF					
28	COMPENSATORY DAY-OFF					
29	COMPENSATORY DAY-OFF					
30	HOLIDAY					
31	FORCED LEAVE					

TOTALS

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

VERIFIED as to the prescribed office hours.

KAREN LUZ P. YAP
In-Charge Dept. Head



DEPT. OF AGRICULTURAL EDUCATION & EXTENSION

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MENT REPORT

and 24, 2021

covered)

J. C. DARGANTES, JR. was approved on a covered and that I actually accomplished and own below:

accomplished and submitted	Equivalent Points
ion in preparation for my AgEx	4
dule 1 learning tasks output of lents	3
th my students on AgEx 141-Extension Programs/Projects	1.5
/ report of Ms. Analyn Malatag student)	4
POINTS DELIVERED	12.5

1 (No. of days' x 8 hrs.) = 1.5x8 = 12

ied/delivered = 12.5

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S JR.

proved:

CTOR B. ASIO
ollege Dean