

DAILY TIME RECORD
MACAPANAS, REYNANTE G.
(NAME)

For the month of
March 1 - 31, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON						SL
4-TUE	7:32	12:00	12:05	5:04		8hrs
5-WED	7:45	12:00	12:05	5:01		8hrs
6-THU	7:41	12:02	12:07	5:01		8hrs
7-FRI	7:44	12:00	12:04	5:00		8hrs
8-SAT						Off
9-SUN						Off
10-MON	7:37	12:00	12:05	5:01		8hrs
11-TUE	7:34	12:00	12:06	5:00		8hrs
12-WED	7:55	12:00	12:06	5:00		8hrs
13-THU	7:54	12:00	12:05	5:01		8hrs
14-FRI	7:55	12:00	12:05	5:00		8hrs
15-SAT						Off
16-SUN						Off
17-MON	7:53	12:00	12:05	5:01		8hrs
18-TUE	7:49	12:00			4hrs	4hrs
19-WED	7:51	12:00	12:05	5:00		8hrs
20-THU	7:44	12:00	12:05	5:00		8hrs
21-FRI	7:45	12:00	12:05	5:01		8hrs
22-SAT						Off
23-SUN						Off
24-MON	7:38	12:00	12:06	5:01		8hrs
25-TUE	7:39	12:00	12:05			4hrs SUSPENDED 1:00 pm 5:00 pm
26-WED	7:40	12:00	12:05	5:00		8hrs
27-THU	7:43	12:00	12:05	5:01		8hrs
28-FRI	7:49	12:00	12:05	5:02		8hrs
29-SAT						Off
30-SUN						Off
31-MON	7:44	12:01	12:05	5:00		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.


REYNANTE G. MACAPANAS

VERIFIED as to prescribed office hours


JEROME O. ARRIBADO

Department Head
Eco-Farm & Resource Management Institute

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