

DAILY TIME RECORD
GORRE, ELVIRA B.

(NAME)

For the month of
May 1 - 31, 2024
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						Holiday
2-THU	7:44	12:13	12:44	5:35		8hrs
3-FRI	7:54	12:13	12:40	5:12		8hrs
4-SAT						Off
5-SUN						Off
6-MON						CTO
7-TUE						FL
8-WED	7:58	12:17	12:49	6:04		8hrs
9-THU	8:00	12:21	12:45	5:19		8hrs
10-FRI	7:53	12:12	12:46	5:27		8hrs
11-SAT						Off
12-SUN						Off
13-MON	7:54	12:21	12:49	5:28		8hrs
14-TUE	7:46	12:26	12:49	5:20		8hrs
15-WED						CTO
16-THU						CTO
17-FRI						CTO
18-SAT						Off
19-SUN						Off
20-MON	7:55	12:27	12:52	5:17		8hrs
21-TUE	10:13	12:16	12:39	5:20	2hrs 13mins	5hrs 47mins
22-WED	7:53	12:26	12:53	5:23		8hrs
23-THU	7:46	12:06	12:43	5:11		8hrs
24-FRI	7:57	12:54	12:55	5:15		8hrs
25-SAT						Off
26-SUN						Off
27-MON						CTO
28-TUE	7:49	12:30	12:58	5:30		8hrs
29-WED	7:55	12:19	12:48	5:47		8hrs
30-THU	8:04	12:34	12:52	5:28	4mins	7hrs 56mins
31-FRI	8:00	12:13	12:54	5:31		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.

ELVIRA B. GORRE

VERIFIED as to prescribed office hours

KLEER JEANN G. LONGATANG
Department Head
Institute of Tropical Ecology & Envi. Mgmt.

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