

DAILY TIME RECORD  
BENITEZ, CECILIO M.

(NAME)

For the month of  
January 1 - 31, 2023  
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  |      |       |       |      |               | Holiday     |
| 3-TUE  | 8:06 | 12:02 |       |      | 4hrs<br>6mins | 3hrs 54mins |
| 4-WED  | 8:07 | 12:00 | 12:11 | 5:06 | 7mins         | 7hrs 53mins |
| 5-THU  | 8:06 | 12:09 | 12:45 | 5:01 | 6mins         | 7hrs 54mins |
| 6-FRI  | 7:55 | 12:02 | 12:48 | 5:00 |               | 8hrs        |
| 7-SAT  |      |       |       |      |               | Off         |
| 8-SUN  |      |       |       |      |               | Off         |
| 9-MON  | 7:55 | 12:03 | 12:38 | 5:00 |               | 8hrs        |
| 10-TUE |      |       |       |      |               | FL          |
| 11-WED | 7:49 | 12:08 | 12:49 | 5:00 |               | 8hrs        |
| 12-THU | 7:56 | 12:01 | 12:39 | 5:00 |               | 8hrs        |
| 13-FRI |      |       |       |      |               | SPL         |
| 14-SAT |      |       |       |      |               | Off         |
| 15-SUN |      |       |       |      |               | Off         |
| 16-MON | 7:51 | 12:01 | 12:35 | 5:02 |               | 8hrs        |
| 17-TUE | 7:46 | 12:02 | 12:48 | 5:00 |               | 8hrs        |
| 18-WED | 7:57 | 12:04 | 12:45 | 5:01 |               | 8hrs        |
| 19-THU | 8:00 | 12:01 | 12:47 | 5:00 |               | 8hrs        |
| 20-FRI | 8:03 | 12:00 |       |      | 4hrs<br>3mins | 3hrs 57mins |
| 21-SAT |      |       |       |      |               | Off         |
| 22-SUN |      |       |       |      |               | Off         |
| 23-MON | 7:58 | 12:07 | 12:36 | 5:00 |               | 8hrs        |
| 24-TUE | 7:55 | 12:05 | 12:13 | 5:03 |               | 8hrs        |
| 25-WED | 7:54 | 12:01 | 12:48 | 5:00 |               | 8hrs        |
| 26-THU | 7:55 | 12:02 | 12:48 | 5:01 |               | 8hrs        |
| 27-FRI |      |       |       |      |               | FL          |
| 28-SAT |      |       |       |      |               | Off         |
| 29-SUN |      |       |       |      |               | Off         |
| 30-MON |      |       |       |      |               | FL          |
| 31-TUE |      |       |       |      |               | FL          |

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.

CECILIO M. BENITEZ

VERIFIED as to prescribed office hours

ELIZA D. ESPINOSA

Department Head  
Institute of Tropical Ecology & Envi. Mgmt.

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