

**DAILY TIME RECORD****COME, RENEZITA S.**

(NAME)

For the month of

November 1 - 30, 2021

Official hours for arrival and departure


8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						
2-TUE	8:00	12:00	1:00	5:00		
3-WED	8:00	12:00	1:00	5:30		
4-THU	8:00	12:00	1:00	5:30		
5-FRI	8:00	12:00	1:00	5:00		
6-SAT						Off
7-SUN						Off
8-MON	8:00	12:00	1:00	5:00		
9-TUE	8:00	12:00	1:00	5:00		
10-WED	8:00	12:00	1:00	5:30		
11-THU	ON	LEAVE				
12-FRI	8:00	12:00	1:00	5:00		
13-SAT						Off
14-SUN						Off
15-MON	8:00	12:00	1:00	5:30		
16-TUE	8:00	12:00	1:00	5:30		
17-WED	8:00	12:00	1:00	5:30		
18-THU	8:00	12:00	1:00	5:30		
19-FRI	8:00	12:00	1:00	5:00		
20-SAT						Off
21-SUN						Off
22-MON	8:00	12:00	1:00	5:30		
23-TUE	8:00	12:00	1:00	5:00		
24-WED	8:00	12:00	1:00	5:30		
25-THU	8:00	12:00	1:00	5:00		
26-FRI	8:00	12:00	1:00	5:30		
27-SAT						Off
28-SUN						Off
29-MON	8:00	12:00	1:00	5:30		
30-TUE		HOLIDAY				

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.


  
**RENEZITA S. COME**

VERIFIED as to prescribed office hours


  
**ANATOLIO N. POLINAR**  
 Department Head  
 Department of Forest Science