

DAILY TIME RECORD

GORRE, ELVIRA B.

(NAME)

For the month of
October 1 - 31, 2021

Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:59	12:08	1:01	5:20		8hrs
2-SAT						Off
3-SUN						Off
4-MON	8:00	12:10	12:50	5:00		8hrs
5-TUE	7:51	12:40	12:56	5:41		8hrs
6-WED	8:00	12:51	12:51	5:30		8hrs
7-THU	7:56	12:23	12:48	6:08		8hrs
8-FRI	7:55	12:05	12:48	5:47		8hrs
9-SAT						Off
10-SUN						Off
11-MON	8:03	12:37	12:58	5:30	3mins	7hrs 57mins
12-TUE	7:550	12:05	12:39	5:30		8hrs
13-WED	8:00	12:51	12:52	5:20		8hrs
14-THU	7:50	12:03	12:57	5:15		8hrs
15-FRI	8:01	12:10	12:38	5:28	1min	7hrs 59mins
16-SAT						Off
17-SUN						Off
18-MON	8:00	12:11	12:59	5:20		8hrs
19-TUE	8:06	12:12	12:52	5:05	6mins	7hrs 54mins
20-WED						Holiday
21-THU	7:51	12:31	12:45	5:07		8hrs
22-FRI	7:57	12:18	12:45	6:10		8hrs
23-SAT						Off
24-SUN						Off
25-MON	7:59	12:48	1:00	5:20		8hrs
26-TUE	8:00	12:12	12:49	5:15		8hrs
27-WED	7:51	12:06	12:57	5:10		8hrs
28-THU	8:00	12:12	12:41	5:00		8hrs
29-FRI	7:57	12:40	12:51	5:25		8hrs
30-SAT						Off
31-SUN						Off

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

ELIZA D. ESPINOSA

Department Head
Institute of Tropical Ecology & Envi. Mgmt.