

DAILY TIME RECORD
GORRE, ELVIRA B.

(NAME)

For the month of
December 1 - 31, 2024
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	7:57	12:19	12:47	5:18		8hrs
3-TUE	7:59	12:14	12:48	5:17		8hrs
4-WED	7:56	12:07	12:50	5:10		8hrs
5-THU						FL
6-FRI	8:05	12:45	12:52	5:19	5mins	7hrs 55mins
7-SAT						Off
8-SUN						Off
9-MON	8:06	12:10	12:48	5:27	6mins	7hrs 54mins
10-TUE	8:00	12:00	1:00	5:00		8hrs
11-WED	7:58	12:01	12:41	5:26		8hrs
12-THU	7:56	12:03	12:47	5:26		8hrs
13-FRI	7:55	12:04	12:43	5:25		8hrs
14-SAT						Off
15-SUN						Off
16-MON	7:58	12:19	12:52	5:40		8hrs
17-TUE	7:52	12:15	12:59	6:02		8hrs
18-WED	7:51	12:10	12:37	5:21		8hrs
19-THU	7:58	12:53	12:53	5:23		8hrs
20-FRI	8:00	12:23	12:52	5:36		8hrs
21-SAT						Off
22-SUN						Off
23-MON	7:48	12:39	12:59	5:23		8hrs
24-TUE						Holiday
25-WED						Holiday
26-THU						FL
27-FRI						VL
28-SAT						Off
29-SUN						Off
30-MON						Holiday
31-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.

ELVIRA B. GORRE

VERIFIED as to prescribed office hours

TEOFANES A. PATINDOL

Department Head
Institute of Tropical Ecology & Envi. Mgmt.

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