

DAILY TIME RECORD

BASTASA, ARTURO S.

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:47	12:02	12:03	5:58		8hrs
2-TUE	8:01	12:00	12:01	6:01	1min	7hrs 59mins
3-WED	7:57	12:00	12:07	6:00		8hrs
4-THU	7:55	12:00	12:16	6:01		8hrs
5-FRI	8:11	12:00	12:02	6:10	11mins	7hrs 49mins
6-SAT						Off
7-SUN						Off
8-MON	7:47	12:02	12:12	5:19		8hrs
9-TUE	8:02	12:00	12:02	6:01	2mins	7hrs 58mins
10-WED	7:55	12:00	12:01	5:55		8hrs
11-THU	7:51	12:00	12:01	5:58		8hrs
12-FRI	7:55	12:00	12:01	5:47		8hrs
13-SAT						Off
14-SUN						Off
15-MON	7:41	12:00	12:01	5:13		8hrs
16-TUE	8:04	12:00	12:10	5:38	4mins	7hrs 56mins
17-WED	8:02	12:04	12:05	7:24		7hrs 58mins
						SUSPENDED 4:30 pm 11:59 pm
18-THU						SUSPENDED 8:00 am 11:59 pm
19-FRI	7:54	12:10	12:11	5:30		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:55	12:01	12:02	5:31		8hrs
23-TUE	7:57	12:00	12:01	5:09		8hrs
24-WED	8:04	12:00	12:04	6:02	4mins	7hrs 56mins
25-THU	8:06	12:00	12:03	5:21	6mins	7hrs 54mins
26-FRI	7:57	12:00	12:02	6:05		8hrs
27-SAT						Off
28-SUN						Off
29-MON	7:33	12:00	12:02	5:38		8hrs
30-TUE	7:55	12:48	12:50	5:20		8hrs
31-WED	7:52	12:00	12:01	5:33		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.

ARTURO S. BASTASA

VERIFIED as to prescribed office hours

KLEER JEANN G. LONGATANG

Department Head
Institute of Tropical Ecology & Envi. Mgmt.

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