

**DAILY TIME RECORD**  
**PAGALAN, LILIBETH VICTORIA, P.**  
 (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						Holiday
2-TUE	7:50	12:00	1:00	9:05		
3-WED	8:00	12:00	1:00	5:30		
4-THU	8:00	12:00	1:00	9:14		
5-FRI	8:00	12:00	1:00	9:15		
6-SAT						OFF
7-SUN						OFF
8-MON						Special Holiday
9-TUE	7:58	12:00	1:00	9:24		
10-WED	8:00	12:00	1:00	9:04		
11-THU	7:55	12:00	1:00	9:02		
12-FRI	8:10	12:00	1:00	9:16	10	
13-SAT						OFF
14-SUN						OFF
15-MON	7:55	12:00	1:00	5:30		
16-TUE	7:55	12:00	1:00	9:50		
17-WED	7:50	12:00	1:00	9:05		
18-THU	8:05	12:00	1:00	8:30	05	
19-FRI	8:00	12:00	1:00	9:10		
20-SAT						OFF
21-SUN						OFF
22-MON	8:00	12:00	1:00	5:45		
23-TUE	8:00	12:00	1:00	7:45		
24-WED	8:00	12:00	1:00	10:02		
25-THU	7:58	12:00	1:00	9:15		
26-FRI	7:54	12:00	1:00	9:12		
27-SAT						OFF
28-SUN						OFF
29-MON	8:00	12:00	1:00	8:30		
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

  
**LILIBETH VICTORIA V. PAGALAN**

VERIFIED as to prescribed office hours

  
**DHENBER C. LUSANTA**  
 Institute Head  
 Farm Resource Management Institute