

DAILY TIME RECORD

TENIO, KIT FELIAN C.

(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	8:01	12:05	12:47	5:17	1min	7hrs 59mins
3-TUE	7:57	12:00	12:48	5:17		8hrs
4-WED	7:57	12:09	12:51	5:12		8hrs
5-THU	7:52	12:03	12:39	11:42		8hrs
6-FRI	7:57	12:12	12:47	5:01		8hrs
7-SAT						Off
8-SUN						Off
9-MON	7:48	12:33	12:35	6:04		10hrs 14mins
10-TUE	7:59	12:07	12:52	5:05		8hrs 21mins
11-WED	6:49	12:00	12:41	5:05		9hrs 35mins
12-THU	7:58	12:01	12:03	5:18		9hrs 18mins
13-FRI	7:59	12:24	1:10	5:12		8hrs 27mins
14-SAT						Off
15-SUN						OB
16-MON						OB
17-TUE						OB
18-WED						OB
19-THU						OB
20-FRI						OB
21-SAT						OB
22-SUN						Off
23-MON						Absent
24-TUE						Holiday
25-WED						Holiday
26-THU						Absent
27-FRI						Absent
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.

KIT FELIAN C. TENIO

VERIFIED as to prescribed office hours

TEOFANES A. PATINDOL

Department Head  
Institute of Tropical Ecology and Environmental Science

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