

DAILY TIME RECORD**RATILLA, BERTA C.**

(NAME)

For the month of

March 1 - 31, 2024

Official hours for arrival and departure

8:00AM - 5:00PM

| Day | AM | | PM | | T/U | Total |
|--------|------|-------|-------|------|-------|--|
| | IN | OUT | IN | OUT | | |
| 1-FRI | 7:57 | 12:03 | 12:10 | 7:41 | | 8hrs |
| 2-SAT | | | | | | Off |
| 3-SUN | | | | | | Off |
| 4-MON | 8:00 | 12:00 | 12:21 | 5:54 | | 8hrs |
| 5-TUE | 8:00 | 12:00 | 12:14 | 7:42 | | 8hrs |
| 6-WED | 7:47 | 12:03 | 12:11 | 5:47 | | 8hrs |
| 7-THU | 8:07 | 12:11 | 12:15 | 5:20 | 7mins | 7hrs 53mins |
| 8-FRI | 8:05 | 12:05 | 12:15 | 5:01 | 5mins | 7hrs 55mins |
| 9-SAT | | | | | | Off |
| 10-SUN | | | | | | Off |
| 11-MON | 7:51 | 12:01 | 12:20 | 6:16 | | 10hrs 6mins |
| 12-TUE | 8:00 | 12:03 | 12:28 | 5:21 | | 8hrs 56mins |
| 13-WED | 6:59 | 12:03 | 12:14 | 7:38 | | 12hrs 28mins |
| 14-THU | 8:05 | 12:07 | 12:20 | 5:39 | | 9hrs 21mins |
| 15-FRI | 8:00 | 12:01 | 12:19 | 5:51 | | 9hrs 33mins |
| 16-SAT | | | | | | Off |
| 17-SUN | | | | | | Off |
| 18-MON | 7:57 | 12:03 | 12:20 | 5:25 | | 8hrs |
| 19-TUE | 7:54 | 12:00 | 12:20 | 5:34 | | 8hrs |
| 20-WED | 7:06 | 12:03 | 12:12 | 7:22 | | 8hrs |
| 21-THU | 7:59 | 12:08 | 12:21 | 5:46 | | 8hrs |
| 22-FRI | 7:53 | 12:03 | 12:09 | 5:58 | | 8hrs |
| 23-SAT | | | | | | Off |
| 24-SUN | | | | | | Off |
| 25-MON | 8:07 | 12:07 | 12:21 | 5:42 | 7mins | 7hrs 53mins |
| 26-TUE | 7:57 | 12:10 | 12:22 | 5:33 | | 8hrs |
| 27-WED | 7:45 | 12:17 | | | | 4hrs SUSPENDED 12:00 pm 11:59 pm |
| 28-THU | | | | | | Holiday |
| 29-FRI | | | | | | Holiday |
| 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.



BERTA C. RATILLA

VERIFIED as to prescribed office hours



DIONESIO M. BAÑOC

Department Head
Department of Agronomy