

DAILY TIME RECORD
GORRE, ELVIRA B.
(NAME)

For the month of
December 1 - 31, 2023
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	8:05	12:12	12:53	5:28	5mins	7hrs 55mins
2-SAT						Off
3-SUN						Off
4-MON	8:10	12:04	12:38	5:04	10mins	7hrs 50mins
5-TUE	7:48	12:10	12:41	5:10		8hrs
6-WED	7:54	12:10	12:31	5:44		8hrs
7-THU	7:57	12:51	12:54	6:15		8hrs
8-FRI						Holiday
9-SAT						Off
10-SUN						Off
11-MON	8:00	12:19	12:52	5:22		8hrs
12-TUE	8:03	12:28	12:46	5:39	3mins	7hrs 57mins
13-WED	7:59	12:02	12:37	5:42		8hrs
14-THU	7:57	12:14	12:53	5:10		8hrs
15-FRI	7:55	12:41	12:42	5:49		8hrs
16-SAT						Off
17-SUN						Off
18-MON						CTO
19-TUE						CTO
20-WED	8:00	12:08	12:36	6:02		8hrs
21-THU	8:05	12:09	12:45	6:35	5mins	7hrs 55mins
22-FRI	7:58	12:31	12:45	5:05		8hrs
23-SAT						Off
24-SUN						Off
25-MON						Holiday
26-TUE						Holiday
27-WED						FL
28-THU						FL
29-FRI						FL
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.

ELVIRA B. GORRE

VERIFIED as to prescribed office hours

TEOFANES A. PATINDOL
Department Head
Institute of Tropical Ecology & Envi. Mgmt.

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