

DAILY TIME RECORD  
GORRE, ELVIRA B.

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	7:20	12:34	12:59	5:35		8hrs
4-TUE	7:55	12:03	12:20	5:12		8hrs
5-WED	7:27	12:41	12:58	5:07		8hrs
6-THU	7:50	12:11	12:45	5:48		8hrs
7-FRI	7:42	12:03	12:44	5:29		8hrs
8-SAT						Off
9-SUN						Off
10-MON	7:44	12:26	12:47	5:05		8hrs
11-TUE	7:46	12:00	12:51	5:01		8hrs
12-WED	7:52	12:01	12:49	5:07		8hrs
13-THU	7:57	12:21	12:34	5:01		8hrs
14-FRI	8:04	12:44	12:45	6:11	4mins	7hrs 56mins
15-SAT						Off
16-SUN						Off
17-MON						SPL
18-TUE	7:53	12:42	12:57	5:10		8hrs
19-WED	8:09	12:31	12:52	5:20	9mins	7hrs 51mins
20-THU	7:52	12:43	12:56	5:11		8hrs
21-FRI	7:54	12:21	12:49	5:31		8hrs
22-SAT						Off
23-SUN						Off
24-MON	7:49	12:19	12:51	5:20		8hrs
25-TUE	7:51	12:26	12:47	8:46		8hrs
26-WED	7:53	12:15	12:34	8:01		8hrs
27-THU	7:54	12:41	12:52	7:01		8hrs
28-FRI	7:55	12:22	12:47	5:36		8hrs
29-SAT						Off
30-SUN						Off
31-MON	8:06	12:06	12:43	6:09	6mins	7hrs 54mins

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

ELIZA D. ESPINOSA

Department Head  
Institute of Tropical Ecology & Envi. Mgmt.

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