

# DAILY TIME RECORD

## LONGATANG, KLEER JEANN G.

(NAME)

For the month of

February 1 - 28, 2023

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:35	12:18	12:49	5:50		8hrs
2-THU	7:58	12:06	12:49	5:25		8hrs
3-FRI	7:30	12:20	12:57	5:50		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:46	12:10	12:40	5:40		8hrs
7-TUE	7:20	12:06	12:31	5:39		8hrs
8-WED	7:20	12:20	12:49	5:50		8hrs
9-THU	7:35	12:08	12:25	5:40		8hrs
10-FRI	7:40	12:10	12:50	10:39		8hrs
11-SAT						Off
12-SUN						Off
13-MON	7:30	12:15	12:45	5:45		8hrs
14-TUE	7:30	12:20	12:55	5:55		8hrs
15-WED	7:40	12:20	12:53	5:55		8hrs
16-THU	7:28	12:29	12:55	6:00		8hrs
17-FRI	7:55	12:18	12:50	6:10		8hrs
18-SAT						Off
19-SUN						Off
20-MON	7:53	12:05	12:52	5:53		8hrs
21-TUE	7:35	12:11	12:46	5:41		8hrs
22-WED	7:58	12:49	12:56	5:10		8hrs
23-THU	7:43	12:08	12:38	5:48		8hrs
24-FRI		8:35		6:56		
25-SAT		8:30		5:58		
26-SUN						Off
27-MON	8:01	12:07	12:47	6:03	1min	7hrs 59mins
28-TUE	7:59	12:05	12:49	5:16		8hrs

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.

  
**KLEER JEANN G. LONGATANG**

VERIFIED as to prescribed office hours

  
**ELIZA D. ESPINOSA**

Department Head  
 Institute of Tropical Ecology & Envi. Mgmt.