

DAILY TIME RECORD

BASTASA, ARTURO S.

(NAME)

For the month of
September 1 - 30, 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	7:16	12:00	12:04	6:04		8hrs
3-TUE	6:43	12:00	12:01	5:56		8hrs
4-WED	7:04	12:00	12:22	5:53		8hrs
5-THU						SL
6-FRI	6:53	12:00	12:02	5:56		8hrs
7-SAT						Off
8-SUN						Off
9-MON	7:04	12:00	12:05	5:23		8hrs
10-TUE	6:54	12:00	12:01	5:38		8hrs
11-WED	7:43	12:00	12:02	6:00		8hrs
12-THU	6:58	12:00	12:04	5:42		8hrs
13-FRI	8:01	12:00	12:16	5:46	1min	7hrs 59mins
14-SAT						Off
15-SUN						Off
16-MON	7:58	12:00	12:14	5:45		8hrs
17-TUE	8:03	12:00	12:01	5:56	3mins	7hrs 57mins
18-WED	7:56	12:01	12:03	5:52		8hrs
19-THU	8:03	12:00	12:05	5:45	3mins	7hrs 57mins
20-FRI	8:01	12:00	12:03	5:49	1min	7hrs 59mins
21-SAT						Off
22-SUN						Off
23-MON	8:01	12:00	12:03	4:46		7hrs 45mins
						SUSPENDE 3:00 pm 5:00 pm
24-TUE	7:59	12:02	12:03	6:13		8hrs
25-WED	7:59	12:00	12:04	5:10		8hrs
26-THU						SL
27-FRI	7:51	12:02	12:03	5:40		8hrs
28-SAT						Off
29-SUN						Off
30-MON	7:06	12:05	12:06	5:42		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.

ARTURO S. BASTASA

VERIFIED as to prescribed office hours

TEOFANES A. PATINDOL

Department Head
Institute of Tropical Ecology & Envi. Mgmt.

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