

DAILY TIME RECORD**GALVEZ, LORINA A.**

(NAME)

For the month of

November 1 - 30, 2021

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON			HOLIDAY			Absent
2-TUE			Work from Home			Absent
3-WED	8:30	12:00	1:00	5:30		Absent
4-THU			Vaccine Schedule / WFH			Absent
5-FRI			Leave			Absent
6-SAT						Off
7-SUN						Off
8-MON			HOLIDAY			Absent
9-TUE	8:30	12:00	1:00	5:35		Absent
10-WED			Home Quarantine			Absent
11-THU						Absent
12-FRI						Absent
13-SAT						Off
14-SUN						Off
15-MON			Home Quarantine			Absent
16-TUE						Absent
17-WED	8:15	12:00	1:00	5:50		Absent
18-THU	8:26	12:00	1:00	5:20		Absent
19-FRI	8:28	12:00	1:00	5:28		Absent
20-SAT						Off
21-SUN						Off
22-MON	7:58	12:00	1:00	7:30		Absent
23-TUE	8:54	12:00	1:00	5:20		Absent
24-WED			Leave			Absent
25-THU	8:30	12:00	1:00	5:50		Absent
26-FRI	8:20	12:00	1:00	5:30		Absent
27-SAT						Off
28-SUN						Off
29-MON	8:45	12:00	1:00	5:45		Absent
30-TUE			HOLIDAY			Absent

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.



LORINA A. GALVEZ

VERIFIED as to prescribed office hours

VICTOR B. ASIO

College Dean

College of Agricultural & Food Science