

DAILY TIME RECORD  
GORRE, ELVIRA B.

(NAME)

For the month of  
June 1 - 30, 2024  
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  | 7:59 | 12:32 | 12:49 | 5:13 |       | 8hrs        |
| 4-TUE  | 7:57 | 12:11 | 12:40 | 5:18 |       | 8hrs        |
| 5-WED  | 7:59 | 12:04 | 12:47 | 5:10 |       | 8hrs        |
| 6-THU  | 7:59 | 12:15 | 12:45 | 5:22 |       | 8hrs        |
| 7-FRI  | 7:51 | 12:12 | 12:44 | 5:33 |       | 8hrs        |
| 8-SAT  |      |       |       |      |       | Off         |
| 9-SUN  |      |       |       |      |       | Off         |
| 10-MON | 7:54 | 12:22 | 12:43 | 5:20 |       | 8hrs        |
| 11-TUE | 8:00 | 12:32 | 12:43 | 5:19 |       | 8hrs        |
| 12-WED |      |       |       |      |       | Holiday     |
| 13-THU | 7:42 | 12:13 | 12:45 | 5:17 |       | 8hrs        |
| 14-FRI | 7:47 | 12:04 | 12:43 | 5:00 |       | 8hrs        |
| 15-SAT |      |       |       |      |       | Off         |
| 16-SUN |      |       |       |      |       | Off         |
| 17-MON |      |       |       |      |       | Holiday     |
| 18-TUE | 7:58 | 12:01 | 7:58  | 5:32 |       | 8hrs        |
| 19-WED | 8:00 | 12:02 | 12:40 | 8:00 |       | 8hrs        |
| 20-THU | 7:48 | 12:36 | 12:52 | 5:10 |       | 8hrs        |
| 21-FRI | 8:00 | 12:12 | 12:42 | 5:34 |       | 8hrs        |
| 22-SAT |      |       |       |      |       | Off         |
| 23-SUN |      |       |       |      |       | Off         |
| 24-MON | 8:07 | 12:24 | 12:42 | 5:08 | 7mins | 7hrs 53mins |
| 25-TUE | 8:01 | 12:19 | 12:44 | 5:20 | 1min  | 7hrs 59mins |
| 26-WED | 7:56 | 12:10 | 12:35 | 5:14 |       | 8hrs        |
| 27-THU | 7:49 | 12:19 | 12:42 | 5:47 |       | 8hrs        |
| 28-FRI |      |       |       |      |       | FL          |
| 29-SAT |      |       |       |      |       | Off         |
| 30-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

KLEER JEANN G. LONGATANG  
Department Head  
Institute of Tropical Ecology & Envi. Mgmt.

DAILY TIME RECORD  
GORRE, ELVIRA B.

(NAME)

For the month of  
June 1 - 30, 2024  
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  | 7:59 | 12:32 | 12:49 | 5:13 |       | 8hrs        |
| 4-TUE  | 7:57 | 12:11 | 12:40 | 5:18 |       | 8hrs        |
| 5-WED  | 7:59 | 12:04 | 12:47 | 5:10 |       | 8hrs        |
| 6-THU  | 7:59 | 12:15 | 12:45 | 5:22 |       | 8hrs        |
| 7-FRI  | 7:51 | 12:12 | 12:44 | 5:33 |       | 8hrs        |
| 8-SAT  |      |       |       |      |       | Off         |
| 9-SUN  |      |       |       |      |       | Off         |
| 10-MON | 7:54 | 12:22 | 12:43 | 5:20 |       | 8hrs        |
| 11-TUE | 8:00 | 12:32 | 12:43 | 5:19 |       | 8hrs        |
| 12-WED |      |       |       |      |       | Holiday     |
| 13-THU | 7:42 | 12:13 | 12:45 | 5:17 |       | 8hrs        |
| 14-FRI | 7:47 | 12:04 | 12:43 | 5:00 |       | 8hrs        |
| 15-SAT |      |       |       |      |       | Off         |
| 16-SUN |      |       |       |      |       | Off         |
| 17-MON |      |       |       |      |       | Holiday     |
| 18-TUE | 7:58 | 12:01 | 7:58  | 5:32 |       | 8hrs        |
| 19-WED | 8:00 | 12:02 | 12:40 | 8:00 |       | 8hrs        |
| 20-THU | 7:48 | 12:36 | 12:52 | 5:10 |       | 8hrs        |
| 21-FRI | 8:00 | 12:12 | 12:42 | 5:34 |       | 8hrs        |
| 22-SAT |      |       |       |      |       | Off         |
| 23-SUN |      |       |       |      |       | Off         |
| 24-MON | 8:07 | 12:24 | 12:42 | 5:08 | 7mins | 7hrs 53mins |
| 25-TUE | 8:01 | 12:19 | 12:44 | 5:20 | 1min  | 7hrs 59mins |
| 26-WED | 7:56 | 12:10 | 12:35 | 5:14 |       | 8hrs        |
| 27-THU | 7:49 | 12:19 | 12:42 | 5:47 |       | 8hrs        |
| 28-FRI |      |       |       |      |       | FL          |
| 29-SAT |      |       |       |      |       | Off         |
| 30-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

KLEER JEANN G. LONGATANG  
Department Head  
Institute of Tropical Ecology & Envi. Mgmt.