

DAILY TIME RECORD  
BASTASA, ARTURO S.  
(NAME)

For the month of  
April 1 - 30, 2024  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:31	12:00	12:12	6:16		8hrs
2-TUE	7:58	12:00	12:03	6:36		8hrs
3-WED	7:59	12:00	12:01	5:50		8hrs
4-THU	8:01	12:00	12:02	6:06	1min	7hrs 59mins
5-FRI	8:08	12:01	12:06	6:10	8mins	7hrs 52mins
6-SAT						Off
7-SUN						Off
8-MON	7:58	12:00	12:02	6:22		8hrs
9-TUE						Holiday
10-WED						Holiday
11-THU	6:40	12:01	12:03	7:53		8hrs
12-FRI	8:09	12:00	12:03	6:31	9mins	7hrs 51mins
13-SAT						Off
14-SUN						Off
15-MON	6:59	12:00	12:02	7:13		8hrs
16-TUE	8:04	12:03	12:13	6:41	4mins	7hrs 56mins
17-WED	8:12	12:00	12:01	6:53	12mins	7hrs 48mins
18-THU	8:05	12:00	12:01	6:49	5mins	7hrs 55mins
19-FRI	7:58	12:00	12:01	6:17		8hrs
20-SAT						Off
21-SUN						Off
22-MON	6:37	12:02	12:05	6:26		VSU CENTENNIAL ANNIVERSARY CELEBRATION
23-TUE	8:11	12:54	12:58	6:23		VSU CENTENNIAL ANNIVERSARY CELEBRATION
24-WED	7:50	12:00	12:21	6:16		VSU CENTENNIAL ANNIVERSARY CELEBRATION
25-THU	7:52	12:01	12:04	5:20		VSU CENTENNIAL ANNIVERSARY CELEBRATION
26-FRI	7:31	12:00	12:01	6:15		VSU CENTENNIAL ANNIVERSARY CELEBRATION
27-SAT	7:50	12:00	12:01	5:30		VSU CENTENNIAL ANNIVERSARY CELEBRATION
28-SUN						VSU CENTENNIAL ANNIVERSARY CELEBRATION
29-MON	7:53	12:00	12:04	6:06		VSU CENTENNIAL ANNIVERSARY CELEBRATION
30-TUE	8:00	12:00	12:02	5:10		VSU CENTENNIAL ANNIVERSARY CELEBRATION

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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