

DAILY TIME RECORD
GORRE, ELVIRA B.
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI						Holiday
2-SAT						Off
3-SUN						Off
4-MON	8:00	12:08	12:37	5:14		8hrs
5-TUE	8:00	12:34	12:50	5:14		8hrs
6-WED	7:58	12:07	12:47	5:19		8hrs
7-THU	8:06	12:22	12:26	5:09	6mins	7hrs 54mins
8-FRI	7:57	12:34	12:44	5:14		8hrs
9-SAT						Off
10-SUN						Off
11-MON	7:38	12:17	12:47	5:25		8hrs
12-TUE	7:55	12:10	12:49	5:14		8hrs
13-WED	8:03	12:20	12:37	5:13	3mins	7hrs 57mins
14-THU	7:54	12:26	12:49	5:16		8hrs
15-FRI	8:01	12:22	12:40	3:56		6hrs 55mins SUSPENDED 3:01 pm 11:59 pm
16-SAT						Off
17-SUN						Off
18-MON	7:51	12:52	12:52	5:17		8hrs
19-TUE	7:56	12:28	12:50	5:03		8hrs
20-WED	7:59	12:03	12:59	5:11		8hrs
21-THU	8:00	12:09	1:00	5:08		8hrs
22-FRI	8:08	12:22	12:48	5:37	8mins	7hrs 52mins
23-SAT						Off
24-SUN						Off
25-MON	8:00	12:33	12:57	5:40		8hrs
26-TUE	8:07	12:26	12:58	5:16	7mins	7hrs 53mins
27-WED	7:40	12:20	12:57	5:09		8hrs
28-THU	8:04	12:09	12:49	5:19	4mins	7hrs 56mins
29-FRI	7:53	12:23	12:50	5:42		8hrs
30-SAT						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

TEOFANES A. PATINDOL

Department Head
Institute of Tropical Ecology & Envi. Mgmt.

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