

DAILY TIME RECORD
GORRE, ELVIRA B.
(NAME)

For the month of
January 1 - 31, 2023
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						Holiday
3-TUE	7:41	12:47	12:54	5:02		8hrs
4-WED	7:52	12:08	12:57	5:11		8hrs
5-THU	7:48	12:16	12:49	5:13		8hrs
6-FRI	7:58	12:25	12:41	5:42		8hrs
7-SAT						Off
8-SUN			1:18	5:00		3hrs 42mins
9-MON	8:07	12:08	12:52	5:15	7mins	7hrs 53mins
10-TUE	8:02	12:03	12:57	5:22	2mins	7hrs 58mins
11-WED	7:57	12:07	12:32	5:03		8hrs
12-THU	7:53	12:02	12:40	5:00		8hrs
13-FRI	8:25	12:44	12:54	5:59	25mins	7hrs 35mins
14-SAT	10:16	12:10	12:39	3:55		5hrs 10mins
15-SUN						Off
16-MON	8:02	12:16	12:52	5:51	2mins	7hrs 58mins
17-TUE	8:02	12:03	12:47	5:04	2mins	7hrs 58mins
18-WED	7:57	12:09	12:37	5:10		8hrs
19-THU	7:59	12:13	12:49	5:00		8hrs
20-FRI	7:51	12:06	12:50	5:00		8hrs
21-SAT						Off
22-SUN						Off
23-MON	8:00	12:09	12:31	5:01		8hrs
24-TUE	7:57	12:12	12:41	5:08		8hrs
25-WED	8:00	12:45	12:50	6:13		8hrs
26-THU	7:57	12:51	12:52	5:13		8hrs
27-FRI	8:03	12:38	12:53	6:08	3mins	7hrs 57mins
28-SAT						Off
29-SUN						Off
30-MON	7:57	12:20	12:49	5:38		8hrs
31-TUE	7:49	12:14	12:58	5:15		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.

ELVIRA B. GORRE

VERIFIED as to prescribed office hours

ELIZA D. ESPINOSA

Department Head
Institute of Tropical Ecology & Envi. Mgmt.

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