

DAILY TIME RECORD

LONGATANG, KLEER JEANN G.

(NAME)


For the month of
April 1 - 30, 2023
 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	7:41	12:01	12:14	5:36		8hrs
4-TUE	7:58	12:10	12:50	6:51		8hrs
5-WED						SUSPENDED 12:00 pm 11:59 pm
6-THU						Holiday
7-FRI						Holiday
8-SAT						Off
9-SUN						Off
10-MON						Holiday
11-TUE	7:38	12:15	12:48	5:30		8hrs
12-WED	7:45	12:16	12:51	6:05		8hrs
13-THU	7:46	12:30	12:31	5:01		8hrs
14-FRI	7:43	12:02	12:16	5:54		8hrs
15-SAT						Off
16-SUN						Off
17-MON						OB
18-TUE						OB
19-WED						OB
20-THU						OB
21-FRI						OB
22-SAT						Off
23-SUN						Off
24-MON	7:40	12:15	12:50	5:38		8hrs
25-TUE	7:55	12:15	12:50	6:29		8hrs
26-WED	7:50	12:05	12:40	5:00		8hrs
27-THU						VSU 99TH ANNIVERSARY
28-FRI						VSU 99TH ANNIVERSARY
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.


KLEER JEANN G. LONGATANG

VERIFIED as to prescribed office hours


ELIZA D. ESPINOSA

Department Head
 Institute of Tropical Ecology & Envi. Mgmt.