


# **DAILY TIME RECORD** **MAGDADARO, MEDARDO C.**

(NAME)


For the month of  
**May 1 - 31, 2022**  
 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		CALAMITY LEAVE				Absent
3-TUE						Holiday
4-WED						Absent
5-THU		CALAMITY LEAVE				Absent
6-FRI						Absent
7-SAT						Off
8-SUN						Off
9-MON						Holiday
10-TUE	7:57	12:10	1:04	5:10	8hrs	8 hrs 34
11-WED	11:00	6:24	11:00	5:00	2hrs	6hrs 8 34
12-THU	7:49	11:00	1:14	5:00	4hrs 14mins	3hrs 46mins 8 34
13-FRI	7:54	11:52	1:09	5:10	4hrs 8mins	3hrs 52mins 8 34
14-SAT						Off
15-SUN						Off
16-MON	6:45	12:10	1:26	4:47	4hrs 39mins	3hrs 21mins 8 34
17-TUE	7:42	12:01	1:12	5:04		8hrs
18-WED	6:51	12:08	1:29	4:43		8hrs
19-THU	8:01	11:52	1:17	5:21	5mins	7hrs 55mins
20-FRI		LEAVE				Absent
21-SAT						Off
22-SUN						Off
23-MON	7:02	12:00	12:13	4:49		8hrs
24-TUE	6:39	11:59	1:23	4:57		8hrs
25-WED	6:54	11:57	12:03	5:01		8hrs
26-THU	8:00	11:57	1:05	4:59	9mins	7hrs 51mins
27-FRI	7:59	11:59	12:19	4:59	2mins	7hrs 58mins
28-SAT						Off
29-SUN						Off
30-MON	6:58	11:55	1:53	5:04		8hrs
31-TUE	8:03	12:01	12:41	4:59		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.

  
**MEDARDO C. MAGDADARO**

VERIFIED as to prescribed office hours

  
**SUZETTE B. LINA**  
 Department Head  
 Department of Soil Science


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