

**DAILY TIME RECORD****CAGANDE, LOREME S.**

(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	Eidul-Fitan					Holiday
4-WED	} Calamity leave					Absent
5-THU						Absent
6-FRI	Sick leave					Absent
7-SAT						Off
8-SUN						Off
9-MON	Election					Holiday
10-TUE	Sick leave					Absent
11-WED	8:01	12:05	12:53	5:07		8hrs
12-THU	7:02	12:00	12:57	5:01		8hrs
13-FRI	Team Building					Absent
14-SAT						Off
15-SUN						Off
16-MON	} CDO					Absent
17-TUE						Absent
18-WED						Absent
19-THU						Absent
20-FRI						Absent
21-SAT						Off
22-SUN						Off
23-MON	7:39	12:07	12:40	5:03		8hrs
24-TUE	7:54	12:08	12:43	5:07		8hrs
25-WED	7:45	12:02	12:51	5:03		8hrs
26-THU	7:54	12:03	12:44	5:04		8hrs
27-FRI	7:54	12:02	12:43	5:06		8hrs
28-SAT						Off
29-SUN						Off
30-MON	7:58	12:01	12:52	5:05		8hrs
31-TUE	7:59	12:01	12:55	5:06		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.

L. L. Cagande  
LOREME S. CAGANDE

VERIFIED as to prescribed office hours

Ruth O. Escasinas  
RUTH O. ESCASINAS  
Department Head  
Department of Agronomy