

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

(NAME)

For the month of

April 1 - 30, 2022

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:55	12:02	12:53	5:08	8hrs	8 hrs
2-SAT						Off
3-SUN						Off
4-MON	8:00	12:01	12:50	5:04	8hrs	8hrs
5-TUE	7:58	12:03	12:58	5:09	8hrs	8hrs
6-WED	7:54	12:13	12:51	5:04	8hrs	8hrs
7-THU	8:00	12:00	12:57	5:03	8hrs	8hrs
8-FRI	8:00	12:01	12:49	5:03	8hrs	8hrs
9-SAT						Off
10-SUN						Off
11-MON						Absent
						SUSPENDED 8:00 am 5:00 pm
12-TUE						Absent
						SUSPENDED 8:00 am 5:00 pm
13-WED						Absent
						SUSPENDED 8:00 am 5:00 pm
14-THU						Holiday
15-FRI						Holiday
16-SAT						Off
17-SUN						Off
18-MON	7:55	12:02	12:54	5:19	8hrs	8hrs
19-TUE	8:00	12:06	12:55	5:00	4hrs	4hrs
20-WED	7:45	12:04	12:49	5:06	4hrs	4hrs
21-THU	7:58	12:03	12:45	5:06	4hrs	4hrs
22-FRI	7:59	12:03	12:54	5:04	4hrs	4hrs
23-SAT						Off
24-SUN						Off
25-MON	8:00	12:01	12:42	5:08	8hrs	8hrs
26-TUE	7:05	12:00	12:56	5:03	8hrs	8hrs
27-WED	8:00	12:01	12:53	5:00	8hrs	8hrs
28-THU		Calamity	Leave			Absent
29-FRI		Calamity	Leave			Absent
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.

L. Cagande
LOREME S. CAGANDE

VERIFIED as to prescribed office hours

Ruth O. Escasinas
RUTH O. ESCASINAS

Department Head
 Department of Agronomy

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