

DAILY TIME RECORD**GORRE, ELVIRA B.**

(NAME)

For the month of

December 1 - 31, 2022

Official hours for arrival and departure


8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	7:55	12:11	12:43	5:06		8hrs
2-FRI	7:52	12:09	12:31	5:11		8hrs
3-SAT						Off
4-SUN						Off
5-MON			12:16	5:45	4hrs	4hrs 1/2 hr for
6-TUE	8:01	12:10	12:59	10:36	1min	7hrs 59mins
7-WED	7:48	12:07	12:48	6:16		8hrs
8-THU						Holiday
9-FRI	7:55	12:28	12:53	5:20		8hrs
10-SAT						Off
11-SUN						Off
12-MON	7:57	12:03	12:07	8:35		8hrs
13-TUE	7:57	12:40	12:50	5:04		8hrs
14-WED	7:55	12:10	12:51	5:05		8hrs
15-THU	7:56	12:10	1:00	5:12		8hrs
16-FRI	7:56	12:17	12:50	5:24		8hrs
17-SAT						Off
18-SUN						Off
19-MON	8:02	12:16	12:30	5:55	2mins	7hrs 58mins
20-TUE	8:02	12:06	12:47	5:00	2mins	7hrs 58mins
21-WED	7:53	12:06	12:28	5:00		8hrs
22-THU						Absent CTO
23-FRI						Absent Sick leave
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE						Absent
28-WED						Absent VL
29-THU						Absent
30-FRI						Holiday
31-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.


ELVIRA B. GORRE

VERIFIED as to prescribed office hours


ELIZA D. ESPINOSA

Department Head
 Institute of Tropical Ecology & Envi. Mgmt.