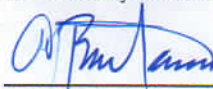


DAILY TIME RECORD
BASTASA, ARTURO S.
(NAME)

For the month of
January 1 - 31, 2024
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						Holiday
2-TUE						SL
3-WED	7:46	12:01	12:05	5:53		8hrs
4-THU	7:57	12:00	12:01	5:29		8hrs
5-FRI	7:48	12:00	12:01	7:50		8hrs
6-SAT						Off
7-SUN						Off
8-MON	7:57	12:00	12:18	5:50		8hrs
9-TUE	8:12	12:00	12:11	6:21	12mins	7hrs 48mins
10-WED	8:07	12:03	12:07	7:59	7mins	7hrs 53mins
11-THU	8:03	12:23	12:28	5:31	3mins	7hrs 57mins
12-FRI	8:15	12:50	12:52	5:51	15mins	7hrs 45mins
13-SAT						Off
14-SUN						Off
15-MON	7:00	12:00	12:40	5:42		8hrs
16-TUE	7:49	12:00	12:04	6:33		8hrs
17-WED	7:36	12:45	12:50	5:48		8hrs
18-THU	8:04	12:00	12:02	7:12	4mins	7hrs 56mins
19-FRI	8:03	12:00	12:04	8:08	3mins	7hrs 57mins
20-SAT						Off
21-SUN						Off
22-MON	8:03	12:00	12:02	6:11	3mins	7hrs 57mins
23-TUE	8:10	12:00	12:02	6:46	10mins	7hrs 50mins
24-WED	8:09	12:00	12:08	6:58	9mins	7hrs 51mins
25-THU	8:10	12:10	12:29	6:30	10mins	7hrs 50mins
26-FRI	8:22	12:03	12:06	6:28	22mins	7hrs 38mins
27-SAT						Off
28-SUN						Off
29-MON	7:19	12:00	12:02	7:04		8hrs
30-TUE	8:20	12:00	12:50	6:00	20mins	7hrs 40mins
31-WED	8:06	12:05	12:15	6:21	6mins	7hrs 54mins

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.


ARTURO S. BASTASA

VERIFIED as to prescribed office hours

TEOFANES A. PATINDOL
Department Head
Institute of Tropical Ecology & Envi. Mgmt.