

DAILY TIME RECORD**BASTASA, ARTURO S.**

(NAME)

For the month of

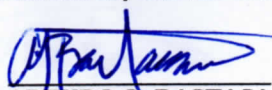
November 1 - 30, 2022

Official hours for arrival and departure


8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED	7:58	12:00	12:20	5:22		8hrs
3-THU	6:59	12:00	12:15	5:30		8hrs
4-FRI	7:53	12:00	12:10	7:09		8hrs
5-SAT						Off
6-SUN						Off
7-MON	7:56	12:00	12:10	5:25		8hrs
8-TUE	8:00	12:04	12:47	5:17		8hrs
9-WED	7:12	12:57	1:00	5:22		8hrs
10-THU	7:56	12:15	12:44	5:41		8hrs
11-FRI	7:53	12:15	1:00	5:28		8hrs
12-SAT						Off
13-SUN						Off
14-MON	6:34	12:01	12:36	6:09		8hrs
15-TUE	8:06	12:01	12:35	7:58	6mins	7hrs 54mins
16-WED	7:32	12:18	12:21	5:51		8hrs
17-THU	7:35	12:02	12:53	5:45		8hrs
18-FRI	7:27	12:25	1:00	7:00		8hrs SUSPENDED 1:00 pm 7:00 pm
19-SAT						Off
20-SUN						Off
21-MON	6:28	12:11	12:39	5:33		8hrs
22-TUE	7:12	12:00	1:00	5:30		8hrs
23-WED	7:07	12:08	12:51	5:53		8hrs
24-THU	7:13	12:02	12:37	5:46		8hrs
25-FRI	6:56	12:22	12:39	5:19		8hrs
26-SAT						Off
27-SUN						Off
28-MON	7:20	12:57	1:00	5:40		8hrs
29-TUE	7:05	12:25	12:56	6:53		8hrs
30-WED						Holiday

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


ELIZA D. ESPINOSA
 Department Head
 Institute of Tropical Ecology & Envi. Mgmt.