

**DAILY TIME RECORD****CAGASAN, ULYSSES A.**

(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	8:00	12:00	1:00	5:25		8hrs
3-WED	7:35	12:00	1:01	5:00	1min	7hrs 59mins
4-THU	7:47	12:28	12:59	5:19		8hrs
5-FRI	8:05	12:02	12:07	5:21	5mins	7hrs 55mins
6-SAT						Off
7-SUN						Off
8-MON	7:59	12:01	12:04	5:00		8hrs
9-TUE	8:01	12:00	12:03	5:06	1min	7hrs 59mins
10-WED	8:01	12:00	12:03	5:02	1min	7hrs 59mins
11-THU	8:05	12:03	12:10	5:00	5mins	7hrs 55mins
12-FRI	7:59	12:00	12:25	5:03		8hrs
13-SAT						Off
14-SUN						Off
15-MON						OB
16-TUE	7:50	12:05	1:04	5:07	4mins	7hrs 56mins
17-WED	7:27	12:01	12:03	5:01		8hrs
18-THU	12:05	12:00	12:05	5:00		8hrs
19-FRI	7:57	12:11	12:13	5:22		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:43	12:02	4:55	4:55	4hrs	4hrs
23-TUE	7:58	12:00	12:03	5:04		8hrs
24-WED	6:54	12:00	12:07	5:32		8hrs
25-THU	7:55	12:12	12:14	5:02		8hrs
26-FRI						SPL
27-SAT						Off
28-SUN						Off
29-MON	8:11	12:00	12:09	5:31	11mins	7hrs 49mins
30-TUE	7:52	12:02	12:07	5:44		8hrs
31-WED	6:47	12:41	12:55	5:01		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.


  
**ULYSSES A. CAGASAN**

VERIFIED as to prescribed office hours

**DIONESIO M. BAÑOC**

Department Head  
Department of Agronomy

Date Generated: Feb/13/2024 02:21:13