

DAILY TIME RECORD **MACAPANAS, REYNANTE G.** (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	7:42	12:02	12:23	5:02		8hrs
2-FRI	7:45	12:00	12:45	5:01		8hrs
3-SAT						Off
4-SUN						Off
5-MON	6:20				8hrs	
6-TUE						OB
7-WED						OB
8-THU						Holiday
9-FRI	7:46	12:03	12:30	5:00		8hrs
10-SAT						Off
11-SUN						Off
12-MON	7:49	12:01	12:47	5:00		8hrs
13-TUE	7:46	12:00	12:42	5:00		8hrs
14-WED	7:51	12:00	12:34	5:02		8hrs
15-THU	7:48	12:04	12:36	5:08		8hrs
16-FRI	7:41	12:09	12:16	5:00		8hrs
17-SAT						Off
18-SUN						Off
19-MON	7:48	11:57	12:24	5:00	3mins	7hrs 57mins
20-TUE						SPL
21-WED						SPL
22-THU	7:56	12:00	12:25	4:57	3mins	7hrs 57mins
23-FRI						FL
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE						SPL
28-WED						FL
29-THU						FL
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.

REYNANTE G. MACAPANAS

VERIFIED as to prescribed office hours

DHENBER C. LUSANTA

Department Head
Ecological Farm Resource & Management Institute

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