

DAILY TIME RECORD**RATILLA, BERTA C.**

(NAME)

For the month of

September 1 - 30, 2024

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	7:50	12:05	12:10	6:28		8hrs
3-TUE	6:58	12:02	12:16	6:14		8hrs
4-WED	8:01	12:07	12:29	5:23	1min	7hrs 59mins
5-THU	7:48	12:51	12:53	5:25		8hrs
6-FRI	7:02	12:01	12:08	5:05		8hrs
7-SAT						Off
8-SUN						Off
9-MON	8:01	12:29	12:30	5:46	1min	7hrs 59mins
10-TUE	6:57	12:03	12:05	5:11		8hrs
11-WED	7:00	12:03	12:20	5:05		8hrs
12-THU	7:53	12:10	12:16	5:11		8hrs
13-FRI	7:08	12:09	12:35	5:04		8hrs
14-SAT						Off
15-SUN						Off
16-MON						OB
17-TUE						OB
18-WED						OB
19-THU						OB
20-FRI						OB
21-SAT						OB
22-SUN						Off
23-MON	7:49	12:07	12:11	3:31		6hrs 31mins SUSPENDED 3:00 pm 5:00 pm
24-TUE	7:03	12:22	12:24	5:33		8hrs
25-WED	7:06	12:18	12:31	5:15		8hrs
26-THU	7:41	12:12	12:16	5:43		8hrs
27-FRI	6:59	12:04	12:10	5:05		8hrs
28-SAT						Off
29-SUN						Off
30-MON	7:43	12:16	12:20	5:56		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.


BERTA C. RATILLA

VERIFIED as to prescribed office hours


LUZ E. ASIO
Department Head
Department of Agronomy