

DAILY TIME RECORD

BASTASA, ARTURO S.

(NAME)

For the month of

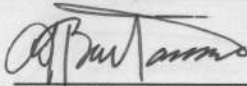
August 1 - 31, 2024

Official hours for arrival and departure

8:00AM - 5:00PM

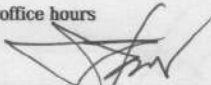
Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	7:53	12:01	12:05	6:43		8hrs
2-FRI	6:49	12:00	12:05	6:25		8hrs
3-SAT						Off
4-SUN						Off
5-MON	7:59	12:05	12:06	5:38		8hrs
6-TUE	8:00	12:00	12:01	5:57		8hrs
7-WED	7:55	12:00	12:01	5:50		8hrs
8-THU	8:00	12:05	12:50	5:32		8hrs
9-FRI	8:01	12:00	12:05	5:30	1min	7hrs 59mins
10-SAT						Off
11-SUN						Off
12-MON	7:59	12:00	12:01	6:00		8hrs
13-TUE	8:08	12:00	12:04	6:00	8mins	7hrs 52mins
14-WED	7:59	12:00	12:01	6:00		8hrs
15-THU	8:02	12:00	12:01	5:55	2mins	7hrs 58mins
16-FRI	8:00	12:00	12:18	5:48		8hrs
17-SAT						Off
18-SUN						Off
19-MON	7:50	12:02	12:06	6:18		8hrs
20-TUE	7:57	12:01	12:20	6:00		8hrs
21-WED	7:12	12:00	12:01	6:19		8hrs
22-THU	7:31	12:00	12:01	5:49		8hrs
23-FRI						Holiday
24-SAT						Off
25-SUN						Off
26-MON						Holiday
27-TUE	6:56	12:00	12:01	5:39		8hrs
28-WED	6:58	12:04	12:35	5:39		8hrs
29-THU	6:47	12:00	12:01	5:52		8hrs
30-FRI	7:50	12:01	12:02	5:32		8hrs
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.



ARTURO S. BASTASA

VERIFIED as to prescribed office hours



TEOFANES A. PATINDOL

Department Head  
Institute of Tropical Ecology & Envi. Mgmt.