

DAILY TIME RECORD
GORRE, ELVIRA B.

(NAME)

For the month of
March 1 - 31, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	8:02	12:28	12:53	5:15	2mins	7hrs 58mins
4-TUE	7:49	12:12	12:29	5:32		8hrs
5-WED	7:54	12:47	12:51	5:39		8hrs
6-THU	8:01	12:22	12:49	5:29	1min	7hrs 59mins
7-FRI	8:00	12:15	12:45	5:14		8hrs
8-SAT						Off
9-SUN						Off
10-MON	7:56	12:31	12:45	5:23		8hrs
11-TUE	7:58	12:15	12:41	5:25		8hrs
12-WED						CTO
13-THU	8:00	12:40	12:40	5:16		8hrs
14-FRI	7:57	12:07	12:45	5:41		8hrs
15-SAT						Off
16-SUN						Off
17-MON	7:51	12:33	12:42	5:21		8hrs
18-TUE	7:59	12:10	12:56	5:18		8hrs
19-WED	7:58	12:23	12:46	5:18		8hrs
20-THU	7:55	12:05	12:36	5:11		8hrs
21-FRI	8:00	12:15	12:51	5:08		8hrs
22-SAT						Off
23-SUN						Off
24-MON	7:56	12:18	12:55	5:14		8hrs
25-TUE	8:06	12:10	12:41			3hrs 54mins SUSPENDED 1:00 pm 5:00 pm
26-WED	7:53	12:22	12:36	5:15		8hrs
27-THU	7:59	12:06	12:37	5:15		8hrs
28-FRI	7:58	12:10	12:21	5:00		8hrs
29-SAT						Off
30-SUN						Off
31-MON						CTO

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.

ELVIRA B. GORRE

VERIFIED as to prescribed office hours

TEOFANES A. PATINDOL

Department Head
Institute of Tropical Ecology and Environmental Science

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