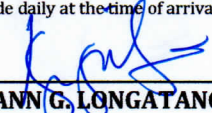


**DAILY TIME RECORD**  
**LONGATANG, KLEER JEANN G.**  
 (NAME)


For the month of  
**December 1 - 31, 2021**  
 Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:48	12:05	12:50	5:20		
2-THU	7:00	12:10	12:40	5:20		
3-FRI	7:00	12:05	12:50	5:30		
4-SAT						Off
5-SUN						Off
6-MON	7:00	12:10	12:50	5:20		
7-TUE	7:48	12:05	12:40	5:15		
8-WED						HOLIDAY
9-THU	7:38	12:05	12:50	5:30		
10-FRI	7:00	12:05	12:50	5:10		
11-SAT						Off
12-SUN						Off
13-MON	7:00	12:05	12:50	5:30		
14-TUE	7:45	12:10	12:50	5:15		
15-WED	7:45	12:05	12:45	5:20		
16-THU						Typhoon Odette
17-FRI	7:45	12:10	12:45	5:20		
18-SAT						Off
19-SUN						Off
20-MON	7:40	12:05	12:50	5:20		
21-TUE	7:40	12:10	12:45	5:15		
22-WED	7:50	12:10	12:40	5:20		
23-THU	7:50	12:10	12:50	5:20		
24-FRI	7:50	12:10	12:48	5:00		
25-SAT						Off
26-SUN						Off
27-MON	7:50	12:10	12:50	5:20		
28-TUE	7:45	12:05	12:45	5:15		
29-WED	7:45	12:10	12:45	5:20		
30-THU						HOLIDAY
31-FRI	7:50	12:10	12:48	5:20		

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.

  
**KLEER JEANN G. LONGATANG**

VERIFIED as to prescribed office hours

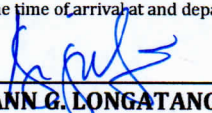
  
**ELIZA D. ESPINOSA**  
 Department Head  
 Institute of Tropical Ecology & Envi. Mgmt.

**DAILY TIME RECORD**  
**LONGATANG, KLEER JEANN G.**  
 (NAME)


For the month of  
**December 1 - 31, 2021**  
 Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
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22-WED	7:50	12:10	12:40	5:20		
23-THU	7:50	12:10	12:50	5:20		
24-FRI	7:50	12:10	12:48	5:00		
25-SAT						Off
26-SUN						Off
27-MON	7:50	12:10	12:50	5:20		
28-TUE	7:45	12:05	12:45	5:15		
29-WED	7:45	12:10	12:45	5:20		
30-THU						HOLIDAY
31-FRI	7:50	12:10	12:48	5:20		

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.

  
**KLEER JEANN G. LONGATANG**

VERIFIED as to prescribed office hours

  
**ELIZA D. ESPINOSA**  
 Department Head  
 Institute of Tropical Ecology & Envi. Mgmt.