

# **DAILY TIME RECORD** **RATILLA, TEODOMERO C.** (NAME)

For the month of  
**April 1 - 30, 2024**

Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	6:19	12:20	12:21	5:57		8hrs
2-TUE	6:24	12:29	12:32	5:39		8hrs
3-WED	7:19	12:16	12:17	5:43		8hrs
4-THU	8:00	12:18	12:48	7:11		8hrs
5-FRI	7:54	12:19	12:27	5:42		8hrs
6-SAT						Off
7-SUN						Off
8-MON	7:54	12:16	12:27	7:34		8hrs
9-TUE						Holiday
10-WED						Holiday
11-THU	7:52	12:58	12:59	6:16		8hrs
12-FRI	7:58	12:06	12:09	7:24		8hrs
13-SAT						Off
14-SUN						Off
15-MON	7:57	12:19	12:24	5:47		8hrs
16-TUE	8:04	12:20	12:22	5:07	4mins	7hrs 56mins
17-WED	7:14	12:11	12:13	5:40		8hrs
18-THU	8:01	12:18	12:22	5:16	1min	7hrs 59mins
19-FRI	7:58	12:26	12:33	7:50		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:57	12:20	12:50	17:06		VSU CENTENNIAL ANNIVERSARY CELEBRATION
23-TUE	8:10	12:12	12:20	17:01		VSU CENTENNIAL ANNIVERSARY CELEBRATION
24-WED	7:57	12:19	12:15	17:01		VSU CENTENNIAL ANNIVERSARY CELEBRATION
25-THU	7:26	12:10	12:35	17:01		VSU CENTENNIAL ANNIVERSARY CELEBRATION
26-FRI	7:55	12:10	12:50	17:15		VSU CENTENNIAL ANNIVERSARY CELEBRATION
27-SAT						VSU CENTENNIAL ANNIVERSARY CELEBRATION
28-SUN						VSU CENTENNIAL ANNIVERSARY CELEBRATION
29-MON	7:12	12:01	12:20	17:06		VSU CENTENNIAL ANNIVERSARY CELEBRATION
30-TUE	CP memo #75 Series 2024					VSU CENTENNIAL ANNIVERSARY CELEBRATION

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.

  
**TEODOMERO C. RATILLA**

VERIFIED as to prescribed office hours

  
**DIONESIO M. BAÑOC**

Department Head  
Department of Agronomy

Date Generated: May/14/2024 10:47:11