

DAILY TIME RECORD

RATILLA, TEODOMERO C.

(NAME)

For the month of
October 1 - 31, 2023
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	8:01	12:06	12:10	5:02	1min	7hrs 59mins
3-TUE	8:06	12:11	12:13	5:12	6mins	7hrs 54mins
4-WED	6:48	12:52	12:55	5:15		8hrs
5-THU	8:02	12:03	12:13	5:09	2mins	7hrs 58mins
6-FRI	7:46	12:04	12:17	5:24		8hrs
7-SAT						Off
8-SUN						Off
9-MON	7:59	12:15	12:17	5:31		8hrs
10-TUE	8:04	12:08	12:13	5:15	4mins	7hrs 56mins
11-WED	7:03	12:31	12:32	6:34		8hrs
12-THU	7:27	12:31	12:36	5:22		8hrs
13-FRI	6:32	12:34	12:42	5:27		8hrs
14-SAT						Off
15-SUN						Off
16-MON	7:59	12:13	12:16	5:36		8hrs
17-TUE	8:00	12:22	12:23	5:10		8hrs
18-WED	6:18	12:04	12:54	5:13		8hrs
19-THU	7:54	12:25	12:26	5:03		8hrs
20-FRI						Holiday
21-SAT						Off
22-SUN						Off
23-MON	8:07	12:10	12:15	5:20	7mins	7hrs 53mins
24-TUE	8:00	12:03	12:13	5:12		8hrs
25-WED	7:06	12:04	12:20	5:26		8hrs
26-THU	7:10	12:20	12:27	5:29		8hrs
27-FRI	6:24	12:08	12:11	5:14		8hrs
28-SAT						Off
29-SUN						Off
30-MON						Holiday
31-TUE	7:59	12:00	12:10	5:00		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.

TEODOMERO C. RATILLA

VERIFIED as to prescribed office hours

DIONESIO M. BAÑOC

Department Head
Department of Agronomy