

**DAILY TIME RECORD**  
**MACAPANAS, REYNANTE G.**  
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:32	12:00	12:04	5:00		8hrs
2-SAT						Off
3-SUN						Off
4-MON	7:34	12:00	12:05	5:02		8hrs
5-TUE	7:31	12:00	12:05	5:00		8hrs
6-WED	7:33	12:00	12:10	5:00		8hrs
7-THU	7:39	12:01	12:05	5:00		8hrs
8-FRI	7:40	12:00	12:05	5:00		8hrs
9-SAT						Off
10-SUN						Off
11-MON	7:29	12:13	12:16	5:00		8hrs
12-TUE	7:45	12:00	12:06	5:00		8hrs
13-WED	7:34	12:00	12:04	5:00		8hrs
14-THU	7:43	12:00	12:05	5:01		8hrs
15-FRI	7:43	12:01	12:05	4:53	7mins	7hrs 53mins
16-SAT						Off
17-SUN						Off
18-MON	7:29	12:02	12:05	4:52	8mins	7hrs 52mins
19-TUE	7:34	12:01			4hrs	4hrs
20-WED	7:42	12:00	12:05	5:02		8hrs
21-THU						Holiday
22-FRI	7:38	12:00	12:05	5:03		8hrs
23-SAT						Off
24-SUN						Off
25-MON						Holiday
26-TUE						SUSPENDED 12:01 am 11:59 pm
27-WED			12:32	5:00		4hrs SUSPENDED 12:01 am 12:00 pm
28-THU	7:34	12:00	12:05	5:01		8hrs
29-FRI	7:29	12:00	1:00	5:00		8hrs
30-SAT						Off
31-SUN						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.

  
**REYNANTE G. MACAPANAS**

VERIFIED as to prescribed office hours

  
**ED ALLAN L. ALCOBER**

Department Head  
Eco-Farm & Resource Management Institute

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