


**DAILY TIME RECORD****DUATIN, FLORA MIA Y.**

(NAME)

For the month of  
**November 1 - 30, 2022**  
 Official hours for arrival and departure  
**8:00AM - 5:00PM**

| Day    | AM   |       | PM    |      | T/U        | Total                        |
|--------|------|-------|-------|------|------------|------------------------------|
|        | IN   | OUT   | IN    | OUT  |            |                              |
| 1-TUE  |      |       |       |      |            | Holiday                      |
| 2-WED  | 8:12 | 12:09 | 12:10 | 5:19 |            | 8hrs                         |
| 3-THU  | 8:01 | 12:04 | 12:10 | 5:31 |            | 8hrs                         |
| 4-FRI  | 8:10 | 12:01 | 12:10 | 5:21 |            | 8hrs                         |
| 5-SAT  |      |       |       |      |            | Off                          |
| 6-SUN  |      |       |       |      |            | Off                          |
| 7-MON  | 6:21 | 12:08 | 12:22 | 5:29 |            | 8hrs                         |
| 8-TUE  | 8:28 | 12:16 | 12:33 | 5:17 |            | 8hrs                         |
| 9-WED  | 8:06 | 12:12 | 12:18 | 5:08 |            | 2hrs                         |
| 10-THU | 7:50 | 12:01 | 12:13 | 5:32 | 50mins     | 2hrs 10mins                  |
| 11-FRI | 8:24 | 12:08 | 12:10 | 5:08 |            | 1hr                          |
| 12-SAT |      |       |       |      |            | Off                          |
| 13-SUN |      |       |       |      |            | Off                          |
| 14-MON | 7:43 | 12:04 | 12:09 | 5:37 | 1hr 23mins | 8hrs 37mins                  |
| 15-TUE | 7:49 | 12:00 | 12:05 | 5:19 |            | 3hrs                         |
| 16-WED | 8:06 | 12:17 | 12:20 | 5:19 |            | 2hrs                         |
| 17-THU | 8:21 | 12:09 | 12:55 | 6:00 | 1hr 21mins | 1hr 39mins                   |
| 18-FRI | 8:00 |       | 1:00  | 7:00 | 1hr        | SUSPENDED<br>1:00 pm 7:00 pm |
| 19-SAT |      |       |       |      |            | Off                          |
| 20-SUN |      |       |       |      |            | Off                          |
| 21-MON | 8:00 | 12:13 | 12:14 | 5:30 | 1hr 30mins | 8hrs 30mins                  |
| 22-TUE | 7:56 | 12:10 | 12:14 | 6:06 |            | 3hrs                         |
| 23-WED | 7:54 | 12:08 | 12:13 | 5:16 |            | 2hrs                         |
| 24-THU | 7:27 | 12:17 | 12:18 | 5:36 | 27mins     | 2hrs 33mins                  |
| 25-FRI | 8:18 | 12:07 | 12:11 | 6:09 |            | 1hr                          |
| 26-SAT |      |       |       |      |            | Off                          |
| 27-SUN |      |       |       |      |            | Off                          |
| 28-MON | 7:51 | 12:09 | 12:11 | 5:21 | 1hr 39mins | 8hrs 21mins                  |
| 29-TUE |      | 12:36 | 12:37 | 5:14 |            | 3hrs                         |
| 30-WED |      |       |       |      |            | Holiday                      |

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.

  
**FLORA MIA Y. DUATIN**

VERIFIED as to prescribed office hours

**ROMEL B. ARMECIN**  
 Department Head  
 National Abaca Research Center

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