

DAILY TIME RECORD
CAPIN, ORLAN C.
(NAME)

For the month of
June 1 - 30, 2024
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	6:57	12:01	12:03	5:03		8hrs
4-TUE						Absent
5-WED						Absent
6-THU						Absent
7-FRI						Absent
8-SAT						Off
9-SUN						Off
10-MON						Absent
11-TUE						Absent
12-WED						Holiday
13-THU						Absent
14-FRI						Absent
15-SAT						Off
16-SUN						Off
17-MON						Holiday
18-TUE	6:35	12:00	12:01	5:10		8hrs
19-WED	7:29	12:14	12:15	5:00		8hrs
20-THU	6:44	12:05	12:06	5:00		8hrs
21-FRI						Absent
22-SAT						Off
23-SUN						Off
24-MON	7:25	12:00	12:02	5:02		8hrs
25-TUE	7:17	12:45	12:47	5:52		8hrs
26-WED	7:01	12:00	1:00	5:05		8hrs
27-THU	7:21	12:01	12:15	5:01		8hrs
28-FRI	7:03	12:07	12:11	5:21		8hrs
29-SAT						Off
30-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.

ORLAN C. CAPIN

VERIFIED as to prescribed office hours

TEOFANES A. PATINDOL
Department Head
Institute of Tropical Ecology & Envi. Mgmt.

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