

**DAILY TIME RECORD**

**ALCOBER, ED ALLAN L.**

(NAME)

For the month of  
**November 1 - 30, 2023**  
Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						Holiday
2-THU						Holiday
3-FRI	8:05	12:00	12:51	5:00	5mins	7hrs 55mins
4-SAT						Off
5-SUN						Off
6-MON	7:24	12:00	12:41	5:04		8hrs
7-TUE	7:54	12:03	12:32	5:04		8hrs
8-WED	8:12	12:01	12:42	5:08	12mins	7hrs 48mins
9-THU	7:59	12:00	12:43	5:28		8hrs
10-FRI	7:54	12:00	12:48	5:05		8hrs
11-SAT						Off
12-SUN						Off
13-MON	8:01	12:00	12:41	5:00	1min	7hrs 59mins
14-TUE	8:10	12:00	12:43	5:00	10mins	7hrs 50mins
15-WED	8:09	12:01	12:35	5:06	9mins	7hrs 51mins
16-THU	6:39	12:00	12:36	5:07		8hrs
17-FRI	7:35	12:02	12:06	5:37		8hrs
18-SAT						Off
19-SUN						Off
20-MON						OB
21-TUE						OB
22-WED						OB
23-THU						OB
24-FRI						OB
25-SAT						Off
26-SUN						Off
27-MON						Holiday
28-TUE	7:48	12:00	12:52	5:15		8hrs
29-WED	7:55	12:03	12:42	5:08		8hrs
30-THU	7:58	12:11	12:32	5:10		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.

  
**ED ALLAN L. ALCOBER**

VERIFIED as to prescribed office hours

  
**DIONESIO M. BAÑOC**

Department Head  
Department of Agronomy

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