

DAILY TIME RECORD**TENIO, KIT FELIAN C.**

(NAME)

For the month of
January 1 - 31, 2025
 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	8:00	12:01	12:22	5:14		8hrs
3-FRI	7:53	12:50	12:51	5:32		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:57	12:05	12:54	5:49		8hrs
7-TUE	7:52	12:01	12:42	5:02		8hrs
8-WED	7:55	12:04	12:46	5:24		8hrs
9-THU	7:55	12:04	12:42	5:29		8hrs
10-FRI	7:53	12:09	12:48	5:14		8hrs
11-SAT						Off
12-SUN						OB
13-MON						OB
14-TUE						OB
15-WED						OB
16-THU	7:54	12:13	12:46	5:04		8hrs
17-FRI	6:02	12:48	12:49	5:03		8hrs
18-SAT						Off
19-SUN						Off
20-MON	7:50	12:20	12:42	5:02		8hrs
21-TUE	7:55	12:07	12:34	5:19		8hrs
22-WED	7:57	12:04	12:19	5:32		8hrs
23-THU	7:59	12:09	12:33	5:14		8hrs
24-FRI	7:57	12:10	12:44	5:06		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:51	12:36	12:37	5:10		8hrs
28-TUE	7:50	11:59	12:19	5:18	1min	7hrs 59mins
29-WED						Holiday
30-THU	7:55	12:40	12:41	5:25		8hrs
31-FRI	7:50	12:03	12:35	5:15		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.


KIT FELIAN C. TENIO

VERIFIED as to prescribed office hours


TEOFANES A. PATINDOL

Department Head
 Institute of Tropical Ecology and Environmental Science

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