

DAILY TIME RECORD
LONGATANG, KLEER JEANN G.
 (NAME)

For the month of
August 1 - 31, 2023
 Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	7:50	12:09	12:41	9:38		8hrs
2-WED	7:55	12:05	12:50	5:05		8hrs
3-THU	7:48	12:05	12:50	5:15		8hrs
4-FRI	7:50	12:10	12:50	5:08		8hrs
5-SAT						Off
6-SUN						Off
7-MON	7:50	12:07	12:49	6:13		8hrs
8-TUE	7:56	12:02	12:42	8:21		8hrs
9-WED	8:02	12:23	12:54	7:06	2mins	7hrs 58mins
10-THU	7:53	12:07	12:42	5:40		8hrs
11-FRI	7:58	12:05	12:50	5:20		8hrs
12-SAT						Off
13-SUN						Off
14-MON	7:55	12:05	12:50	5:08		8hrs
15-TUE	7:55	12:05	12:55	5:15		8hrs
16-WED	7:51	12:26	12:34	5:40		8hrs
17-THU	7:58	12:36	12:39	7:05		8hrs
18-FRI	7:50	12:15	12:58	5:15		8hrs
19-SAT						Off
20-SUN						Off
21-MON						OB
22-TUE						OB
23-WED						OB
24-THU						OB
25-FRI						OB
26-SAT						OB
27-SUN						OB
28-MON						Holiday
29-TUE	7:50	12:05	12:50	5:20		8hrs
30-WED						CDO
31-THU	7:45	12:00	12:50	5:05		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.


KLEER JEANN G. LONGATANG

VERIFIED as to prescribed office hours


TEOFANES A. PATINDOL

Department Head
 Institute of Tropical Ecology & Envi. Mgmt.