

DAILY TIME RECORD
CAPIN, ORLAN C.
(NAME)

For the month of
October 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	8:00	12:00	1:00	5:10		8hrs
2-THU	7:31	12:15	12:16	5:15		8hrs
3-FRI	7:37	12:08	12:09	7:15		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:23	12:01	12:02	5:00		8hrs
7-TUE	7:35	12:02	12:03	6:15		8hrs
8-WED	7:06	12:04	12:06	5:01		8hrs
9-THU	7:29	12:02	12:03	5:31		8hrs
10-FRI	7:49	12:04	12:05	5:01		8hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:06	12:00	12:01	5:02		8hrs
14-TUE						Absent
15-WED						Absent
16-THU						Absent
17-FRI						Absent
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE						Absent
22-WED						Absent
23-THU						Absent
24-FRI						Absent
25-SAT						Off
26-SUN						Off
27-MON	7:32	12:06	12:07	5:00		8hrs
28-TUE	7:26	12:00	12:01	5:15		8hrs
29-WED	7:31	12:01	12:02	5:00		8hrs
30-THU	7:03	12:11	12:12	5:11		8hrs
31-FRI						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.

ORLAN C. CAPIN

VERIFIED as to prescribed office hours

TEOFANES A. PATINDOL
Department Head
Institute of Tropical Ecology and Environmental Science

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