

DAILY TIME RECORD
GORRE, ELVIRA B.

(NAME)

For the month of
September 1 - 30, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

| Day | AM | | PM | | T/U | Total |
|--------|------|-------|-------|------|-------|--------------------------------|
| | IN | OUT | IN | OUT | | |
| 1-MON | 7:47 | 12:44 | 12:54 | 5:39 | | 8hrs |
| 2-TUE | 7:56 | 12:34 | | 5:13 | 4hrs | 4hrs |
| 3-WED | 7:47 | 12:26 | 12:55 | 5:07 | | 8hrs |
| 4-THU | 8:07 | 12:09 | 12:49 | 5:16 | 7mins | 7hrs 53mins |
| 5-FRI | 7:54 | 12:41 | 12:41 | 5:07 | | 8hrs |
| 6-SAT | | | | | | Off |
| 7-SUN | | | | | | Off |
| 8-MON | | 12:12 | 12:52 | 5:18 | 4hrs | 4hrs |
| 9-TUE | | 12:06 | 12:36 | 5:11 | 4hrs | 4hrs |
| 10-WED | 8:01 | 12:04 | 12:46 | 5:03 | 1min | 7hrs 59mins |
| 11-THU | 8:01 | 12:05 | 12:49 | 5:24 | 1min | 7hrs 59mins |
| 12-FRI | 7:51 | 12:40 | 12:49 | 5:14 | | 8hrs |
| 13-SAT | | | | | | Off |
| 14-SUN | | | | | | Off |
| 15-MON | 8:03 | 12:38 | 12:43 | 5:54 | 3mins | 7hrs 57mins |
| 16-TUE | 7:54 | 12:11 | 12:45 | 5:29 | | 8hrs |
| 17-WED | 7:54 | 12:24 | 12:55 | 5:05 | | 8hrs |
| 18-THU | 7:43 | 12:17 | 12:24 | 6:12 | | 8hrs |
| 19-FRI | 7:58 | 12:42 | 12:48 | 6:02 | | 8hrs |
| 20-SAT | | | | | | Off |
| 21-SUN | | | | | | Off |
| 22-MON | | 12:55 | | | 8hrs | SUSPENDED 12:01 pm 11:59 pm |
| 23-TUE | | 12:38 | 12:54 | 8:08 | 4hrs | 4hrs |
| 24-WED | | 12:01 | 12:27 | | 8hrs | |
| 25-THU | | 12:22 | 12:28 | | 8hrs | SUSPENDED 12:01 pm 11:59 pm |
| 26-FRI | | | | | | SUSPENDED 12:01 am 11:59 pm |
| 27-SAT | | | | | | Off |
| 28-SUN | | | | | | Off |
| 29-MON | | | | | | SL |
| 30-TUE | | | | | | SL |

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.

ELVIRA B. GORRE

VERIFIED as to prescribed office hours

TEOFANES A. PATINDOL

Department Head
Institute of Tropical Ecology and Environmental Science

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