#### Civil Service Form 48

## **DAILY TIME RECORD** GORRE, ELVIRA B. (NAME)

For the month of October 1 - 31, 2025 Official hours for arrival and departure 8:00AM - 5:00PM

Day	AM		PM		TAI	T-4-1
	IN	OUT	IN	OUT	T/U	Total
1-WED				5:15	8hrs	
2-THU	8:01	12:01	12:46	5:17	1min	7hrs 59mins
3-FRI		12:13	12:14	6:43	4hrs	4hrs
4-SAT						Off
5-SUN						Off
6-MON						SL
7-TUE						SL
8-WED						VL
9-THU						VL
10-FRI						VL
11-SAT						Off
12-SUN						Off
13-MON	7:56	12:31	12:34	5:11		8hrs
14-TUE	7:59	12:10	12:47		4hrs	4hrs
15-WED		12:05	12:48		8hrs	
<b>16</b> -THU		12:43	12:52	5:15	4hrs	4hrs
17-FRI		12:09	12:46	5:13	4hrs	4hrs
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE		12:28	12:36	5:06	4hrs	4hrs
22-WED	8:03	12:13	8:03	5:26	3mins	7hrs 57mins
<b>23</b> -THU		12:09	12:34		8hrs	
24-FRI						Absent
25-SAT						Off
26-SUN						Off
27-MON		12:43	12:46		8hrs	
28-TUE		12:00	12:02	5:29	4hrs	4hrs
29-WED		12:05	12:49		8hrs	
<b>30</b> -THU						Absent
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.

## **ELVIRA B. GORRE**

VERIFIED as to prescribed office hours

### **TEOFANES A. PATINDOL**

Department Head Institute of Tropical Ecology and Environmental Science

# **DAILY TIME RECORD** GORRE, ELVIRA B. (NAME)

For the month of October 1 - 31, 2025 Official hours for arrival and departure 8:00AM - 5:00PM

IN OUT   I	Dov	AM		PM		TIT	Total
2-THU         8:01         12:01         12:46         5:17         1min         7hrs 59mins           3-FRI         12:13         12:14         6:43         4hrs         4hrs           4-SAT	Day	IN	OUT	IN	OUT	T/U	Total
3-FRI         12:13         12:14         6:43         4hrs         4hrs           4-SAT         6-MON         7-MON         7-MON<	1-WED				5:15	8hrs	
4-SAT         Image: color of the colo	2-THU	8:01	12:01	12:46	5:17	1min	7hrs 59mins
5-SUN         Image: color of the colo	3-FRI		12:13	12:14	6:43	4hrs	4hrs
6-MON	4-SAT						Off
7-TUE         SL           8-WED         VL           9-THU         VL           10-FRI         VL           11-SAT         VL           12-SUN         Off           13-MON         7:56         12:31         12:34         5:11         8hrs           14-TUE         7:59         12:10         12:47         4hrs         4hrs           15-WED         12:05         12:48         8hrs         4hrs           16-THU         12:43         12:52         5:15         4hrs         4hrs           17-FRI         12:09         12:46         5:13         4hrs         4hrs           18-SAT         Off         Off         Off         Off           19-SUN         Off         Off         Holiday           21-TUE         12:28         12:36         5:06         4hrs         4hrs           22-WED         8:03         12:13         8:03         5:26         3mins         7hrs 57mins           23-THU         12:09         12:34         8hrs         Off           24-FRI         Off         Off         Off           25-SAT         Off         Off	5-SUN						Off
8-WED         Image: square squar	6-mon						SL
9-THU	7-TUE						SL
10-FRI	8-WED						VL
11-SAT         Image: color of the col	9-THU						VL
12-SUN         7:56         12:31         12:34         5:11         8hrs           14-TUE         7:59         12:10         12:47         4hrs         4hrs           15-WED         12:05         12:48         8hrs	10-FRI						VL
13-MON         7:56         12:31         12:34         5:11         8hrs           14-TUE         7:59         12:10         12:47         4hrs         4hrs           15-WED         12:05         12:48         8hrs         15-WED           16-THU         12:43         12:52         5:15         4hrs         4hrs           17-FRI         12:09         12:46         5:13         4hrs         4hrs           18-SAT         00ff         00ff         00ff         00ff           20-MON         12:28         12:36         5:06         4hrs         4hrs           22-WED         8:03         12:13         8:03         5:26         3mins         7hrs 57mins           23-THU         12:09         12:34         8hrs         Absent           25-SAT         00ff         00ff         00ff           26-SUN         12:43         12:46         8hrs           28-TUE         12:00         12:02         5:29         4hrs         4hrs           29-WED         12:05         12:49         8hrs         Absent	11-SAT						Off
14-TUE         7:59         12:10         12:47         4hrs         4hrs           15-WED         12:05         12:48         8hrs         16-THU         12:43         12:52         5:15         4hrs         4hrs           16-THU         12:43         12:52         5:15         4hrs         4hrs           17-FRI         12:09         12:46         5:13         4hrs         4hrs           18-SAT         0ff         0ff         0ff         0ff           20-MON         12:28         12:36         5:06         4hrs         4hrs           21-TUE         12:28         12:36         5:06         4hrs         4hrs           22-WED         8:03         12:13         8:03         5:26         3mins         7hrs 57mins           23-THU         12:09         12:34         8hrs         Absent           25-SAT         0ff         0ff           26-SUN         0ff         0ff           27-MON         12:43         12:46         8hrs           28-TUE         12:00         12:02         5:29         4hrs         4hrs           29-WED         12:05         12:49         8hrs         Absent <td>12-SUN</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Off</td>	12-SUN						Off
15-WED         12:05         12:48         8hrs           16-THU         12:43         12:52         5:15         4hrs         4hrs           17-FRI         12:09         12:46         5:13         4hrs         4hrs           18-SAT	13-MON	7:56	12:31	12:34	5:11		8hrs
16-THU         12:43         12:52         5:15         4hrs         4hrs           17-FRI         12:09         12:46         5:13         4hrs         4hrs           18-SAT         Image: Control of the co	14-TUE	7:59	12:10	12:47		4hrs	4hrs
17-FRI         12:09         12:46         5:13         4hrs         4hrs           18-SAT         Off         Off         Off           19-SUN         Wholiday         Holiday           20-MON         12:28         12:36         5:06         4hrs         4hrs           21-TUE         12:28         12:36         5:06         4hrs         4hrs           22-WED         8:03         12:13         8:03         5:26         3mins         7hrs 57mins           23-THU         12:09         12:34         8hrs         Absent           25-SAT         Off         Off           26-SUN         Off         Off           27-MON         12:43         12:46         8hrs           28-TUE         12:00         12:02         5:29         4hrs         4hrs           29-WED         12:05         12:49         8hrs         Absent	15-WED		12:05	12:48		8hrs	
18-SAT         Image: color of the col	<b>16</b> -THU		12:43	12:52	5:15	4hrs	4hrs
19-SUN         Image: Control of the control of t	17-FRI		12:09	12:46	5:13	4hrs	4hrs
20-MON         Image: color of the col	18-SAT						Off
21-TUE       12:28       12:36       5:06       4hrs       4hrs         22-WED       8:03       12:13       8:03       5:26       3mins       7hrs 57mins         23-THU       12:09       12:34       8hrs       Absent         24-FRI	19-sun						Off
22-WED       8:03       12:13       8:03       5:26       3mins       7hrs 57mins         23-THU       12:09       12:34       8hrs         24-FRI       Absent         25-SAT       Off         26-SUN       Off         27-MON       12:43       12:46       8hrs         28-TUE       12:00       12:02       5:29       4hrs       4hrs         29-WED       12:05       12:49       8hrs       Absent	20-MON						Holiday
23-THU       12:09       12:34       8hrs         24-FRI       Absent         25-SAT       Off         26-SUN       Off         27-MON       12:43       12:46       8hrs         28-TUE       12:00       12:02       5:29       4hrs       4hrs         29-WED       12:05       12:49       8hrs         30-THU       Absent	21-TUE		12:28	12:36	5:06	4hrs	4hrs
24-FRI       Absent         25-SAT       Off         26-SUN       Off         27-MON       12:43       12:46       8hrs         28-TUE       12:00       12:02       5:29       4hrs       4hrs         29-WED       12:05       12:49       8hrs       Absent	22-WED	8:03	12:13	8:03	5:26	3mins	7hrs 57mins
25-SAT       Off         26-SUN       Off         27-MON       12:43       12:46       8hrs         28-TUE       12:00       12:02       5:29       4hrs       4hrs         29-WED       12:05       12:49       8hrs       Absent	23-тни		12:09	12:34		8hrs	
26-SUN       Off         27-MON       12:43       12:46       8hrs         28-TUE       12:00       12:02       5:29       4hrs       4hrs         29-WED       12:05       12:49       8hrs         30-THU       Absent	24-FRI						Absent
27-MON       12:43       12:46       8hrs         28-TUE       12:00       12:02       5:29       4hrs       4hrs         29-WED       12:05       12:49       8hrs       Absent         30-THU       Absent	25-SAT						Off
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30-THU Absent	28-TUE		12:00	12:02	5:29	4hrs	4hrs
	29-WED		12:05	12:49		8hrs	
21 EDI Holidov	<b>30</b> -THU						Absent
31-rn         nonday	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.

## **ELVIRA B. GORRE**

VERIFIED as to prescribed office hours

### **TEOFANES A. PATINDOL**

Department Head Institute of Tropical Ecology and Environmental Science