

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		T/U	Total
	IN	OUT	IN	OUT		
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	
16-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
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
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

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