


DAILY TIME RECORD **BASTASA, ARTURO S.** (NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	8:10	12:00	12:17	5:35	10mins	7hrs 50mins
2-SAT						Off
3-SUN						Off
4-MON	8:06	12:00	12:02	5:48	6mins	7hrs 54mins
5-TUE	8:04	12:00	12:02	5:54	4mins	7hrs 56mins
6-WED	8:07	12:00	12:01	5:54	7mins	7hrs 53mins
7-THU	7:20	12:00	12:02	6:14		8hrs
8-FRI						Holiday
9-SAT						Off
10-SUN						Off
11-MON	7:55	12:00	12:01	6:53		8hrs
12-TUE	8:08	12:01	12:03	6:01	8mins	7hrs 52mins
13-WED	8:21	12:00	12:06	5:54	21mins	7hrs 39mins
14-THU	8:26	11:59	12:48	6:29	26mins	7hrs 34mins
15-FRI	7:18	12:00	12:14	6:02		8hrs
16-SAT						Off
17-SUN						Off
18-MON	8:18	12:00	12:02	7:16	18mins	7hrs 42mins
19-TUE	7:25	12:00	12:07	6:28		8hrs
20-WED	8:01	12:02	12:07	6:02	1min	7hrs 59mins
21-THU	8:01	12:00	12:01	6:36	1min	7hrs 59mins
22-FRI	8:04	12:00	12:08	6:02	4mins	7hrs 56mins
23-SAT						Off
24-SUN						Off
25-MON						Holiday
26-TUE						Holiday
27-WED	8:28	12:01	12:05	5:06	28mins	7hrs 32mins
28-THU	8:28	12:00	12:02	5:24	28mins	7hrs 32mins
29-FRI						VL
30-SAT						Off
31-SUN						Off

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.


ARTURO S. BASTASA

VERIFIED as to prescribed office hours

TEOFANES A. PATINDOL
Department Head
Institute of Tropical Ecology & Envi. Mgmt.