

DAILY TIME RECORD
MILAN, VANESSA MAY B.
 (NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	7:51	12:02	12:15	5:09		8hrs
3-TUE	7:51	12:04	12:24	5:18		8hrs
4-WED	7:50	12:01	12:06	5:01		8hrs
5-THU	7:53	12:01	12:03	5:02		8hrs
6-FRI	7:55	12:02	12:09	6:14		8hrs
7-SAT						Off
8-SUN						Off
9-MON	7:52	12:02	12:04	5:23		8hrs
10-TUE	7:57	12:01	12:06	5:10		8hrs
11-WED	7:54	12:00	12:05	5:03		8hrs
12-THU	7:52	12:00	12:08	5:00		8hrs
13-FRI	7:53	12:01	12:04	5:15		8hrs
14-SAT						Off
15-SUN						Off
16-MON	7:55	12:02	12:05	5:04		8hrs
17-TUE	7:52	12:02	12:08	5:13		8hrs
18-WED	7:56	12:01	12:07	5:06		8hrs
19-THU	7:57	12:00	12:01	5:26		8hrs
20-FRI						Holiday
21-SAT						Off
22-SUN						Off
23-MON	7:54	12:00	1:10	5:02	10mins	7hrs 50mins
24-TUE	7:58	12:00	12:03	5:00		8hrs
25-WED	7:55	12:00	12:03	5:00		8hrs
26-THU	7:57	12:01	12:05	5:02		8hrs
27-FRI						SPL
28-SAT						Off
29-SUN						Off
30-MON						Holiday
31-TUE						SPL

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.


VANESSA MAY B. MILAN

VERIFIED as to prescribed office hours

JEROME O. ARRIBADO
 Department Head
 Ecological Farm & Resource Management Institute