

DAILY TIME RECORD
BASTASA, ARTURO S.
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	7:58	12:00	12:01	5:44		8hrs
4-TUE						FL
5-WED	8:03	12:01	12:03	6:30	3mins	7hrs 57mins
6-THU	8:07	12:00	12:11	6:30	7mins	7hrs 53mins
7-FRI	7:58	12:03	12:04	6:13		8hrs
8-SAT						Off
9-SUN						Off
10-MON	8:00	12:00	12:02	6:07		8hrs
11-TUE	7:56	12:01	12:59	6:55		8hrs
12-WED	8:14	12:00	12:02	6:21	14mins	7hrs 46mins
13-THU	8:04	12:00	12:03	6:15	4mins	7hrs 56mins
14-FRI	8:08	12:00	12:03	6:11	8mins	7hrs 52mins
15-SAT						Off
16-SUN						Off
17-MON	7:50	12:01	12:10	5:42		8hrs
18-TUE	7:58	12:00	12:01	5:15		8hrs
19-WED	8:15	12:00	12:01	5:50	15mins	7hrs 45mins
20-THU	8:02	12:00	12:01	5:30	2mins	7hrs 58mins
21-FRI	8:06	12:10	12:12	5:57	6mins	7hrs 54mins
22-SAT						Off
23-SUN						Off
24-MON	8:04	12:03	12:04	7:29	4mins	7hrs 56mins
25-TUE	8:03	12:05	12:08	6:18	3mins	7hrs 57mins
26-WED	8:23	12:00	12:01	6:12	23mins	7hrs 37mins
27-THU	8:14	12:00	12:01	6:56	14mins	7hrs 46mins
28-FRI	8:09	12:00	12:01	5:54	9mins	7hrs 51mins
29-SAT						Off
30-SUN						Off
31-MON	7:56	12:00	12:01	6:11		8hrs

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

ELIZA D. ESPINOSA

Department Head
Institute of Tropical Ecology & Envi. Mgmt.

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