

DAILY TIME RECORD  
GORRE, ELVIRA B.

(NAME)

For the month of  
November 1 - 30, 2025  
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						SUSPENDED 8:00 am 5:00 pm
4-TUE						SUSPENDED 8:00 am 5:00 pm
5-WED	8:00	12:15	12:48	5:05		8hrs
6-THU	7:56	12:09	12:38	5:00		8hrs
7-FRI	8:02	12:06	12:41	5:09	2mins	7hrs 58mins
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE						Absent
12-WED						Absent
13-THU	8:05	12:11	12:50	5:27	5mins	7hrs 55mins
14-FRI	8:00	12:48	12:49	5:13		8hrs
15-SAT						Off
16-SUN						Off
17-MON	8:00	12:01	12:53	5:16		8hrs
18-TUE	8:00	12:45	12:45	5:20		8hrs
19-WED	8:02	12:16	12:17	5:40	2mins	7hrs 58mins
20-THU						Absent
21-FRI						Absent
22-SAT						Off
23-SUN						Off
24-MON						SUSPENDED 12:01 pm 11:59 pm
25-TUE						Absent
26-WED	8:00	12:01	12:53	5:43		8hrs
27-THU	8:00	12:05	12:58	5:36		8hrs
28-FRI	7:54	12:40	12:40	5:06		8hrs
29-SAT						Off
30-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.

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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