

DAILY TIME RECORD

Catalan, Antonie Feny V.
(Name)

For the month of: November 2024

Official hours of arrival (Regular days: 8:00am - 12:00pm)
and departure (Saturdays: 1:00pm - 5:00pm)

Day	AM		PM		UnderTime	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	H	H	H	H		
2	S	a	t	u	r	d
3	S	u	n	d	a	y
4			12:18 PM	5:05 PM		
5	8:36 AM	12:15 PM	12:15 PM	5:44 PM		
6	8:18 AM					
7						
8						
9	S	a	t	u	r	d
10	S	u	n	d	a	y
11		12:20 PM	12:20 PM	5:44 PM		
12						
13						
14						
15						
16	S	a	t	u	r	d
17	S	u	n	d	a	y
18	7:56 AM	12:32 PM	12:33 PM	5:26 PM		
19						
20						
21						
22						
23	S	a	t	u	r	d
24	S	u	n	d	a	y
25	7:45 AM	12:09 PM	12:10 PM	6:34 PM		
26						
27						
28						
29						
30	S	a	t	u	r	d

[T]-Travel [L]-Leave [H]-Holiday [OB]- Official Busines

I CERTIFY on my honor that above is a 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.

Catalan, Antonie Feny V.

Verified as to the prescribed office hours.

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Catalan, Antonie Feny V.

Verified as to the prescribed office hours.

Department of Environment & Natural Resources

Barangay Ambago, Butuan City
Contact Nos. 085 3412704 / 8152277

Name : **Anthonie Feny V. Catalan**
Position : **Forest Ranger**
Month of : **November, 2024**

Day	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	Hrs.	Mins.
04	12:18 PM		12:18 PM	5:05 PM											4	47
05	8:36 AM	12:15 PM	12:15 PM	5:08 PM		5:32 PM		5:37 PM		5:44 PM					8	32
06	8:18 AM															
11		12:20 PM	12:20 PM	5:44 PM											5	24
18	7:56 AM		7:56 AM	12:32 PM	12:33 PM	5:26 PM									9	29
25	7:45 AM	12:09 PM	12:10 PM	6:34 PM											10	48
Total Hours Worked															39	

Anthonie Feny V. Catalan

Signature of Employee

Immediate Supervisor