

DAILY TIME RECORD

Catalan, Anthonie 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		Under Time	
	Arrival	Departure	Arrival	Departure	Hours	Minutes
1	H	H	H	H		
2	S a t u r d a y					
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 a y					
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 a y					
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 a y					
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 a y					

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

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, Anthonie Feny V.

Verified as to the prescribed office hours.

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Catalan, Anthonie 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	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