

DAILY TIME RECORD
VILLAREMO, MAREJEN A.
 (NAME)


For the month of
June 1 - 30, 2025
 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	7:46	12:15	12:19	5:08		8hrs
3-TUE	7:54	12:31	12:39	5:07		8hrs
4-WED	7:54	12:08	12:20	5:12		8hrs
5-THU	7:57	12:20	12:22	5:07		8hrs
6-FRI						Holiday
7-SAT						Off
8-SUN						Off
9-MON	7:50	12:13	12:16	5:24		8hrs
10-TUE	7:46	12:13	12:53	5:06		8hrs
11-WED	7:47	12:02	12:41	5:45		8hrs
12-THU						Holiday
13-FRI	7:54	12:12	12:36	5:05		8hrs
14-SAT						Off
15-SUN						Off
16-MON	7:32	12:20	12:25	5:06		8hrs
17-TUE	7:50	12:03	12:17	6:39		8hrs
18-WED	7:49	12:01	12:05	5:12		8hrs
19-THU	7:51	12:03	12:14		4hrs	4hrs
20-FRI						SL
21-SAT						Off
22-SUN						Off
23-MON						SL
24-TUE						SL
25-WED						SL
26-THU						VL
27-FRI						VL
28-SAT						Off
29-SUN						Off
30-MON	7:57	12:06	12:22	5:01		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.


MAREJEN A. VILLAREMO

VERIFIED as to prescribed office hours


JEROME O. ARRIBADO
 Department Head
 Eco-Farm & Resource Management Institute