

DAILY TIME RECORD**VILLAREMO, MAREJEN A.**

(NAME)

For the month of

March 1 - 31, 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	7:46	12:11	12:15	5:15		8hrs
4-TUE	7:49	12:05	12:36	6:16		8hrs
5-WED	7:37	12:07	12:22	5:44		8hrs
6-THU	7:48	12:18	12:54	5:36		8hrs
7-FRI	7:48	12:14	12:30	5:27		8hrs
8-SAT						Off
9-SUN						Off
10-MON	7:52	12:01	12:12	5:02		8hrs
11-TUE	7:56	12:08	12:15	5:28		8hrs
12-WED	7:52	12:07	12:29	5:10		8hrs
13-THU	7:58	12:04	12:08	5:19		8hrs
14-FRI						Absent
15-SAT						Off
16-SUN						Off
17-MON	7:58	12:56	12:59	5:17		9hrs 16mins
18-TUE	7:59	12:08	12:44	5:03		8hrs 28mins
19-WED	7:52	12:09	12:30	5:22		9hrs 9mins
20-THU	7:36	12:00		5:06	3hrs 36mins	4hrs 24mins
21-FRI	7:48	12:01	12:03	5:02		9hrs 12mins
22-SAT						Off
23-SUN						Off
24-MON	7:34	12:02	12:16	5:18		8hrs
25-TUE						SUSPENDED 1:00 pm 5:00 pm
26-WED	7:58	12:02	12:52	5:19		8hrs
27-THU	7:53	12:16	12:22	5:06		8hrs
28-FRI	7:56	12:07	12:31		4hrs	4hrs
29-SAT						Off
30-SUN						Off
31-MON						Absent

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