

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

(NAME)

For the month of

July 1 - 31, 2025

Official hours for arrival and departure

8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	7:57	12:03	12:18	5:10		8hrs
2-WED	7:54	12:08	12:37	5:05		8hrs
3-THU	7:56	12:34	12:41	5:02		8hrs
4-FRI						OB
5-SAT						Off
6-SUN						Off
7-MON	7:41	12:04	12:13	5:01		8hrs
8-TUE	7:51	12:09	12:25	5:08		8hrs
9-WED	7:55	12:15	12:17	5:03		8hrs
10-THU	7:58	12:07	12:43	5:04		8hrs
11-FRI	7:46	12:02	12:07	5:14		8hrs
12-SAT						Off
13-SUN						Off
14-MON	7:40	12:01	12:05	5:02		8hrs
15-TUE	7:45	12:00	1:00	5:00		8hrs
16-WED	7:56	12:07	12:24	5:02		8hrs
17-THU	8:00	12:00	12:46	5:00		8hrs
18-FRI	7:52	12:03	12:08	5:03		8hrs
19-SAT						Off
20-SUN						Off
21-MON	8:00	12:08	12:39	5:12		8hrs
22-TUE	7:41	12:07	12:27	5:05		8hrs
23-WED	8:00	12:00	1:00	5:00		8hrs
24-THU	7:30	12:00	12:02	5:30		8hrs
25-FRI	7:30	12:01	12:02	5:30		8hrs
26-SAT						Off
27-SUN						Off
28-MON						VL
29-TUE						VL
30-WED						VL
31-THU						VL

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



**ED ALLAN L. ALCOBER**

Department Head  
Eco-Farm & Resource Management Institute