

# **DAILY TIME RECORD** **VILLAREMO, MAREJEN A.** (NAME)

For the month of  
**May 1 - 31, 2025**  
Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU						Holiday
2-FRI	7:57	12:00	12:41	5:04		8hrs
3-SAT						Off
4-SUN						Off
5-MON	7:38	12:25	12:29	5:29		8hrs
6-TUE						VL
7-WED						VL
8-THU						VL
9-FRI						VL
10-SAT						Off
11-SUN						Off
12-MON						Holiday
13-TUE						Absent
14-WED	7:36	12:17	12:43	5:15		8hrs
15-THU	7:55	12:08	12:26	5:01		8hrs
16-FRI	7:58	12:18	12:40	5:02		8hrs
17-SAT						Off
18-SUN						Off
19-MON	7:53	12:06	12:13	5:01		9hrs 1min
20-TUE	7:55	12:16	12:57	5:15		8hrs 39mins
21-WED	7:47	12:28	12:44	5:07		9hrs 4mins
22-THU	7:53	12:02	12:40	5:02		8hrs 31mins
23-FRI	7:58	12:14	12:34	5:07		8hrs 49mins
24-SAT						Off
25-SUN						Off
26-MON	7:48	12:00	1:00	5:00		8hrs
27-TUE	7:45	12:04	12:33	5:06		8hrs
28-WED	7:59	12:09	12:30	5:10		8hrs
29-THU	7:50	12:03	12:20	5:04		8hrs
30-FRI						OB
31-SAT						Off

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