

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


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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						Holiday
2-THU		12:01	12:27	5:03	4hrs	4hrs
3-FRI	7:49	12:11	12:31	5:03		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:54	12:10	12:34	5:09		8hrs
7-TUE	7:55	12:02	12:21	5:00		8hrs
8-WED	7:58	12:05	12:32	5:10		8hrs
9-THU	7:56	12:05	12:31	5:01		8hrs
10-FRI	7:57	12:08	12:30	5:15		8hrs
11-SAT						Off
12-SUN						Off
13-MON	7:55	12:18	12:23	5:06		8hrs
14-TUE	7:53	12:03	12:16	5:05		8hrs
15-WED	7:54	12:05	12:28	5:08		8hrs
16-THU	7:48	12:08	12:25	5:01		8hrs
17-FRI	7:50				8hrs	
18-SAT						Off
19-SUN						Off
20-MON						SL
21-TUE						SL
22-WED						FL
23-THU						FL
24-FRI						FL
25-SAT						Off
26-SUN						Off
27-MON	8:10	12:06	12:15	5:10	10mins	7hrs 50mins
28-TUE	7:54	12:02	12:08	5:07		8hrs
29-WED						Holiday
30-THU	7:55	12:18	12:30	5:06		8hrs
31-FRI	7:53	12:24	12:29	5:09		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