

DAILY TIME RECORD

PAÑA, KAREN O.

(NAME)

For the month of  
October 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						Absent
2-THU						Absent
3-FRI						Absent
4-SAT						Off
5-SUN						Off
6-MON						Absent
7-TUE						Absent
8-WED						Absent
9-THU						Absent
10-FRI						Absent
11-SAT						Off
12-SUN						Off
13-MON						Absent
14-TUE	7:53	12:06	12:11	5:16		9hrs 18mins
15-WED	7:53	12:12	12:18	5:24		9hrs 25mins
16-THU	7:07	12:36	12:40	5:32		10hrs 21mins
17-FRI	7:55	12:02	12:04	5:06		9hrs 9mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE						OB
22-WED	7:25	12:58	1:00	5:19		8hrs
23-THU	6:58	1:00	1:00	5:25		8hrs
24-FRI						OB
25-SAT						OB
26-SUN						Off
27-MON	6:59	12:29	12:30	5:31		8hrs
28-TUE	6:56		2:55	6:02	5hrs 55mins	2hrs 5mins
29-WED	6:34	12:58	12:59	5:01		8hrs
30-THU		12:09	12:33		8hrs	
31-FRI						Holiday

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.

KAREN O. PAÑA

VERIFIED as to prescribed office hours

ANGELICA P. BALDOS

Department Head  
Department of Forest Science

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