

**DAILY TIME RECORD**  
**ABAYABAY, MARIA FARAH V.**  
(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  | 7:59 | 12:01 | 12:55 | 5:19 |       | 8hrs                                   |
| 2-THU  | 7:57 | 12:01 | 12:47 | 5:13 |       | 8hrs                                   |
| 3-FRI  | 7:53 | 12:06 | 12:26 | 5:24 |       | 8hrs                                   |
| 4-SAT  |      |       |       |      |       | Off                                    |
| 5-SUN  |      |       |       |      |       | Off                                    |
| 6-MON  | 7:56 | 12:11 | 12:17 | 5:14 |       | 8hrs                                   |
| 7-TUE  | 8:06 | 12:07 | 12:41 | 5:27 | 6mins | 7hrs 54mins                            |
| 8-WED  | 7:57 | 12:05 | 12:28 | 5:16 |       | 8hrs                                   |
| 9-THU  | 7:57 | 12:05 | 12:25 | 5:14 |       | 8hrs                                   |
| 10-FRI | 7:53 | 12:01 | 12:24 | 5:02 |       | 8hrs<br>SUSPENDED<br>12:00 pm 11:59 pm |
| 11-SAT |      |       |       |      |       | Off                                    |
| 12-SUN |      |       |       |      |       | Off                                    |
| 13-MON | 7:54 | 12:14 | 12:45 | 5:14 |       | 8hrs                                   |
| 14-TUE | 7:59 | 12:04 | 12:27 | 5:31 |       | 8hrs                                   |
| 15-WED | 8:00 | 12:09 | 12:33 | 5:18 |       | 8hrs                                   |
| 16-THU | 7:54 | 12:04 | 12:39 | 5:08 |       | 8hrs                                   |
| 17-FRI | 7:59 | 12:03 | 12:28 | 5:13 |       | 8hrs                                   |
| 18-SAT |      |       |       |      |       | Off                                    |
| 19-SUN |      |       |       |      |       | Off                                    |
| 20-MON |      |       |       |      |       | Holiday                                |
| 21-TUE | 8:00 | 12:22 | 12:40 | 5:16 |       | 8hrs                                   |
| 22-WED | 7:56 | 12:06 | 12:35 | 5:07 |       | 8hrs                                   |
| 23-THU | 7:59 | 12:01 | 12:30 | 5:43 |       | 8hrs                                   |
| 24-FRI | 7:45 | 12:04 | 12:35 | 5:05 |       | 8hrs                                   |
| 25-SAT |      |       |       |      |       | Off                                    |
| 26-SUN |      |       |       |      |       | Off                                    |
| 27-MON | 7:51 | 12:02 | 12:21 | 5:02 |       | 8hrs                                   |
| 28-TUE | 8:00 | 12:08 | 12:19 | 5:04 |       | 8hrs                                   |
| 29-WED | 7:03 | 12:01 | 12:33 | 5:12 |       | 8hrs                                   |
| 30-THU | 7:55 | 12:00 | 12:38 | 5:07 |       | 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.

**MARIA FARAH V. ABAYABAY**

VERIFIED as to prescribed office hours

**MARISEL A. LEORNA**  
Department Head  
National Coconut Research Center-Visayas

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(NAME)

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