

DAILY TIME RECORD

IGOT, LEODEL S.

(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  | 6:58 | 12:05 | 12:45 | 5:05 |     | 8hrs                                   |
| 2-THU  | 6:58 | 12:01 | 12:04 | 5:00 |     | 8hrs                                   |
| 3-FRI  | 6:55 | 12:00 | 12:03 | 5:00 |     | 8hrs                                   |
| 4-SAT  |      |       |       |      |     | Off                                    |
| 5-SUN  |      |       |       |      |     | Off                                    |
| 6-MON  | 6:53 | 12:02 | 12:05 | 5:01 |     | 8hrs                                   |
| 7-TUE  | 6:43 | 12:01 | 12:03 | 5:00 |     | 8hrs                                   |
| 8-WED  | 6:51 | 12:00 | 12:03 | 5:01 |     | 8hrs                                   |
| 9-THU  | 7:06 | 12:01 | 12:03 | 5:02 |     | 8hrs                                   |
| 10-FRI | 6:50 | 12:01 | 12:03 |      |     | 4hrs<br>SUSPENDED<br>12:00 pm 11:59 pm |
| 11-SAT |      |       |       |      |     | Off                                    |
| 12-SUN |      |       |       |      |     | Off                                    |
| 13-MON |      |       |       |      |     | Absent                                 |
| 14-TUE | 6:42 | 12:08 | 12:11 | 5:02 |     | 8hrs                                   |
| 15-WED | 6:48 | 12:01 | 12:03 | 5:01 |     | 8hrs                                   |
| 16-THU | 6:46 | 12:00 | 12:02 | 5:02 |     | 8hrs                                   |
| 17-FRI | 6:55 | 12:02 | 12:05 | 5:01 |     | 8hrs                                   |
| 18-SAT |      |       |       |      |     | Off                                    |
| 19-SUN |      |       |       |      |     | Off                                    |
| 20-MON |      |       |       |      |     | Holiday                                |
| 21-TUE | 6:48 | 12:02 | 12:05 | 5:01 |     | 8hrs                                   |
| 22-WED | 6:50 | 12:00 | 12:03 | 5:00 |     | 8hrs                                   |
| 23-THU | 6:47 | 12:00 | 12:03 | 5:00 |     | 8hrs                                   |
| 24-FRI | 6:53 | 12:00 | 12:03 | 5:00 |     | 8hrs                                   |
| 25-SAT |      |       |       |      |     | Off                                    |
| 26-SUN |      |       |       |      |     | Off                                    |
| 27-MON | 6:40 | 12:00 | 12:03 | 5:01 |     | 8hrs                                   |
| 28-TUE | 6:57 | 12:00 | 12:03 | 5:00 |     | 8hrs                                   |
| 29-WED | 6:43 | 12:00 | 12:02 | 5:13 |     | 8hrs                                   |
| 30-THU |      |       |       |      |     | Absent                                 |
| 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.

LEODEL S. IGOT

VERIFIED as to prescribed office hours

MARISEL A. LEORNA

Department Head  
National Coconut Research Center-Visayas

DAILY TIME RECORD

IGOT, LEODEL S.

(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  | 6:58 | 12:05 | 12:45 | 5:05 |     | 8hrs                                   |
| 2-THU  | 6:58 | 12:01 | 12:04 | 5:00 |     | 8hrs                                   |
| 3-FRI  | 6:55 | 12:00 | 12:03 | 5:00 |     | 8hrs                                   |
| 4-SAT  |      |       |       |      |     | Off                                    |
| 5-SUN  |      |       |       |      |     | Off                                    |
| 6-MON  | 6:53 | 12:02 | 12:05 | 5:01 |     | 8hrs                                   |
| 7-TUE  | 6:43 | 12:01 | 12:03 | 5:00 |     | 8hrs                                   |
| 8-WED  | 6:51 | 12:00 | 12:03 | 5:01 |     | 8hrs                                   |
| 9-THU  | 7:06 | 12:01 | 12:03 | 5:02 |     | 8hrs                                   |
| 10-FRI | 6:50 | 12:01 | 12:03 |      |     | 4hrs<br>SUSPENDED<br>12:00 pm 11:59 pm |
| 11-SAT |      |       |       |      |     | Off                                    |
| 12-SUN |      |       |       |      |     | Off                                    |
| 13-MON |      |       |       |      |     | Absent                                 |
| 14-TUE | 6:42 | 12:08 | 12:11 | 5:02 |     | 8hrs                                   |
| 15-WED | 6:48 | 12:01 | 12:03 | 5:01 |     | 8hrs                                   |
| 16-THU | 6:46 | 12:00 | 12:02 | 5:02 |     | 8hrs                                   |
| 17-FRI | 6:55 | 12:02 | 12:05 | 5:01 |     | 8hrs                                   |
| 18-SAT |      |       |       |      |     | Off                                    |
| 19-SUN |      |       |       |      |     | Off                                    |
| 20-MON |      |       |       |      |     | Holiday                                |
| 21-TUE | 6:48 | 12:02 | 12:05 | 5:01 |     | 8hrs                                   |
| 22-WED | 6:50 | 12:00 | 12:03 | 5:00 |     | 8hrs                                   |
| 23-THU | 6:47 | 12:00 | 12:03 | 5:00 |     | 8hrs                                   |
| 24-FRI | 6:53 | 12:00 | 12:03 | 5:00 |     | 8hrs                                   |
| 25-SAT |      |       |       |      |     | Off                                    |
| 26-SUN |      |       |       |      |     | Off                                    |
| 27-MON | 6:40 | 12:00 | 12:03 | 5:01 |     | 8hrs                                   |
| 28-TUE | 6:57 | 12:00 | 12:03 | 5:00 |     | 8hrs                                   |
| 29-WED | 6:43 | 12:00 | 12:02 | 5:13 |     | 8hrs                                   |
| 30-THU |      |       |       |      |     | Absent                                 |
| 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.

LEODEL S. IGOT

VERIFIED as to prescribed office hours

MARISEL A. LEORNA

Department Head  
National Coconut Research Center-Visayas