

DAILY TIME RECORD
GUMBA, MICHELLE E.

(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	7:45	12:05	12:53	5:10		8hrs
2-THU						VL
3-FRI						VL
4-SAT						Off
5-SUN						Off
6-MON	7:58	12:07	12:37	5:07		8hrs
7-TUE	7:52	12:00	12:36	5:06		8hrs
8-WED	8:00	12:02	12:31	5:19		8hrs
9-THU	7:58	12:12	12:41	5:22		8hrs
10-FRI	8:02	12:43	12:49	5:01		7hrs 58mins SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	8:00	12:34	12:38	5:03		8hrs
14-TUE	7:49	12:06	12:43	5:17		8hrs
15-WED						SL
16-THU	7:43	12:35	12:40	5:18		8hrs
17-FRI	8:03	12:29	12:40	5:04	3mins	7hrs 57mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:47	12:41	12:43	5:11		8hrs
22-WED	7:53	12:09	12:36	5:06		8hrs
23-THU	8:03	12:38	12:42	5:20	3mins	7hrs 57mins
24-FRI	7:47	12:31	12:35	5:11		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:59	12:40	12:43	5:08		8hrs
28-TUE	8:04	12:30	12:36	5:06	4mins	7hrs 56mins
29-WED	7:54	12:40	12:43	5:09		8hrs
30-THU	7:56	12:37	12:39	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.

MICHELLE E. GUMBA

VERIFIED as to prescribed office hours

MARLON M. TAMBIS

Director
Philippine Root Crops Research & Training Center

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