

DAILY TIME RECORD
RATILLA, TEODOMERO C.

(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				5:29	8hrs	
2-THU	7:48	12:18	12:21	5:24		8hrs
3-FRI	6:59	12:16	12:18	5:05		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:54	12:21	12:25	5:29		8hrs
7-TUE	7:03	12:06	12:11	5:19		8hrs
8-WED	7:03	12:12	12:16	5:29		8hrs
9-THU	7:51		12:07	5:29	4hrs	4hrs
10-FRI	6:56	12:01	12:17	5:11		8hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:57	12:11		5:58	4hrs	4hrs
14-TUE	7:59		12:16	5:34	4hrs	4hrs
15-WED	8:09		12:10	5:20	4hrs	4hrs
16-THU	8:02		12:11	5:46	4hrs	4hrs
17-FRI	7:57	12:03	12:08	5:35		8hrs
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:18			5:06	8hrs	
22-WED	7:02	12:00	12:07	5:06		8hrs
23-THU	8:01	12:08	12:10	5:27	1min	7hrs 59mins
24-FRI						Absent
25-SAT						Off
26-SUN						Off
27-MON	7:56	12:12	12:15	6:43		8hrs
28-TUE	8:01	12:03	12:14	5:23	1min	7hrs 59mins
29-WED	7:17	12:29	12:35	5:04		8hrs
30-THU		12:16	12:21		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.

TEODOMERO C. RATILLA

VERIFIED as to prescribed office hours

LUZ G. ASIO
Department Head
Department of Agronomy

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