

DAILY TIME RECORD  
RAMOS, DONNA CHRISTENE Q.  
(NAME)

For the month of  
August 1 - 31, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	8:00	12:07	12:15	5:18		8hrs
2-SAT						Off
3-SUN						Off
4-MON	7:59	12:02	12:07	5:16		8hrs
5-TUE	7:57	12:11	12:30	5:24		8hrs
6-WED	7:57	12:14	12:32	5:30		8hrs
7-THU	7:57	12:07	12:14	5:19		8hrs
8-FRI	7:58	12:44	12:50	5:19		8hrs
9-SAT						Off
10-SUN						Off
11-MON	7:58	12:10	12:18	5:26		8hrs
12-TUE	7:58	12:02	12:33	5:11		8hrs
13-WED	7:56	12:17	12:24	5:13		8hrs
14-THU	7:57	12:19	12:27	5:16		8hrs
15-FRI	7:57	12:24	12:27	6:13		8hrs
16-SAT						Off
17-SUN						Off
18-MON						OB
19-TUE						OB
20-WED						OB
21-THU						OB
22-FRI	7:27	12:14	12:17	5:09		8hrs
23-SAT						Off
24-SUN						Off
25-MON	10:58	11:00			7hrs 58mins	2mins
26-TUE			2:27	3:38		1hr 11mins SUSPENDED 12:01 am 11:59 pm
27-WED			12:51	5:07		4hrs SUSPENDED 12:01 am 12:00 pm
28-THU	7:45	1:05	1:20	6:41		8hrs
29-FRI	6:57	12:04	12:44	6:17		8hrs
30-SAT						CAVE-TO-DATA: A COMPREHENSIVE TRAINING ON CAVE RESOURCES HANDLING, MICROBIAL CULTURE TECHNIQUES, AND DNA SEQUENCE ANALYSIS
31-SUN						Off

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.

DONNA CHRISTENE Q. RAMOS

VERIFIED as to prescribed office hours

REV RHIZZA L. AURE

Department Head  
Faculty of Natural and Mathematical Sciences

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