

DAILY TIME RECORD  
VESTRA, JEREMIAS 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  | 7:36 | 12:00 | 12:55 | 5:15 |       | 8hrs                                   |
| 2-THU  | 7:43 | 12:00 | 12:02 | 5:17 |       | 8hrs                                   |
| 3-FRI  | 8:02 | 12:17 | 12:20 | 6:19 | 2mins | 7hrs 58mins                            |
| 4-SAT  |      |       |       |      |       | Off                                    |
| 5-SUN  |      |       |       |      |       | Off                                    |
| 6-MON  | 7:59 | 12:04 | 12:17 | 5:59 |       | 8hrs                                   |
| 7-TUE  | 7:29 | 12:04 | 12:13 | 5:29 |       | 8hrs                                   |
| 8-WED  | 7:49 |       |       |      | 8hrs  |                                        |
| 9-THU  | 7:48 | 12:40 | 12:45 | 5:15 |       | 8hrs                                   |
| 10-FRI | 7:59 | 12:17 | 12:31 | 5:15 |       | 8hrs<br>SUSPENDED<br>12:00 pm 11:59 pm |
| 11-SAT |      |       |       |      |       | Off                                    |
| 12-SUN |      |       |       |      |       | Off                                    |
| 13-MON | 7:59 | 12:21 | 12:32 | 5:02 |       | 8hrs                                   |
| 14-TUE | 8:02 | 12:00 | 12:06 | 5:34 | 2mins | 7hrs 58mins                            |
| 15-WED | 7:53 | 12:05 | 12:10 | 5:50 |       | 8hrs                                   |
| 16-THU | 7:47 | 12:10 | 12:19 | 5:13 |       | 8hrs                                   |
| 17-FRI | 7:58 | 12:28 | 12:34 | 5:23 |       | 8hrs                                   |
| 18-SAT |      |       |       |      |       | Off                                    |
| 19-SUN |      |       |       |      |       | Off                                    |
| 20-MON |      |       |       |      |       | Holiday                                |
| 21-TUE | 7:54 | 12:03 | 12:10 | 5:03 |       | 8hrs                                   |
| 22-WED | 7:55 | 12:17 | 12:19 | 5:03 |       | 8hrs                                   |
| 23-THU | 7:56 | 12:18 | 12:24 | 5:20 |       | 8hrs                                   |
| 24-FRI | 7:46 | 12:03 | 12:05 | 6:10 |       | 8hrs                                   |
| 25-SAT |      |       |       |      |       | Off                                    |
| 26-SUN |      |       |       |      |       | Off                                    |
| 27-MON | 8:03 | 12:10 | 12:14 | 5:10 | 3mins | 7hrs 57mins                            |
| 28-TUE | 8:04 | 12:02 | 12:08 | 5:47 | 4mins | 7hrs 56mins                            |
| 29-WED | 6:39 | 12:00 | 12:02 | 6:44 |       | 8hrs                                   |
| 30-THU | 8:00 | 12:54 | 12:56 | 5:21 |       | 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.

JEREMIAS S. VESTRA

VERIFIED as to prescribed office hours

MARISEL A. LEORNA

Department Head  
National Coconut Research Center-Visayas

DAILY TIME RECORD  
VESTRA, JEREMIAS 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  | 7:36 | 12:00 | 12:55 | 5:15 |       | 8hrs                                   |
| 2-THU  | 7:43 | 12:00 | 12:02 | 5:17 |       | 8hrs                                   |
| 3-FRI  | 8:02 | 12:17 | 12:20 | 6:19 | 2mins | 7hrs 58mins                            |
| 4-SAT  |      |       |       |      |       | Off                                    |
| 5-SUN  |      |       |       |      |       | Off                                    |
| 6-MON  | 7:59 | 12:04 | 12:17 | 5:59 |       | 8hrs                                   |
| 7-TUE  | 7:29 | 12:04 | 12:13 | 5:29 |       | 8hrs                                   |
| 8-WED  | 7:49 |       |       |      | 8hrs  |                                        |
| 9-THU  | 7:48 | 12:40 | 12:45 | 5:15 |       | 8hrs                                   |
| 10-FRI | 7:59 | 12:17 | 12:31 | 5:15 |       | 8hrs<br>SUSPENDED<br>12:00 pm 11:59 pm |
| 11-SAT |      |       |       |      |       | Off                                    |
| 12-SUN |      |       |       |      |       | Off                                    |
| 13-MON | 7:59 | 12:21 | 12:32 | 5:02 |       | 8hrs                                   |
| 14-TUE | 8:02 | 12:00 | 12:06 | 5:34 | 2mins | 7hrs 58mins                            |
| 15-WED | 7:53 | 12:05 | 12:10 | 5:50 |       | 8hrs                                   |
| 16-THU | 7:47 | 12:10 | 12:19 | 5:13 |       | 8hrs                                   |
| 17-FRI | 7:58 | 12:28 | 12:34 | 5:23 |       | 8hrs                                   |
| 18-SAT |      |       |       |      |       | Off                                    |
| 19-SUN |      |       |       |      |       | Off                                    |
| 20-MON |      |       |       |      |       | Holiday                                |
| 21-TUE | 7:54 | 12:03 | 12:10 | 5:03 |       | 8hrs                                   |
| 22-WED | 7:55 | 12:17 | 12:19 | 5:03 |       | 8hrs                                   |
| 23-THU | 7:56 | 12:18 | 12:24 | 5:20 |       | 8hrs                                   |
| 24-FRI | 7:46 | 12:03 | 12:05 | 6:10 |       | 8hrs                                   |
| 25-SAT |      |       |       |      |       | Off                                    |
| 26-SUN |      |       |       |      |       | Off                                    |
| 27-MON | 8:03 | 12:10 | 12:14 | 5:10 | 3mins | 7hrs 57mins                            |
| 28-TUE | 8:04 | 12:02 | 12:08 | 5:47 | 4mins | 7hrs 56mins                            |
| 29-WED | 6:39 | 12:00 | 12:02 | 6:44 |       | 8hrs                                   |
| 30-THU | 8:00 | 12:54 | 12:56 | 5:21 |       | 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.

JEREMIAS S. VESTRA

VERIFIED as to prescribed office hours

MARISEL A. LEORNA

Department Head  
National Coconut Research Center-Visayas