

DAILY TIME RECORD  
IGNACIO, KRIZZIA MAE D.  
(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	8:00	12:03	12:04	5:37		8hrs
2-THU	7:53	12:09	12:45	6:48		8hrs
3-FRI	7:54	12:32	12:33	6:33		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:47	12:02	12:03	7:40		8hrs
7-TUE	7:13	12:03	12:05	7:15		8hrs
8-WED	8:00	12:05	12:10	6:01		8hrs
9-THU	8:00	12:53	12:54	7:50		8hrs
10-FRI	8:04	12:50	12:51	6:01		7hrs 56mins SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	8:00	12:30	12:31	7:15		11hrs 14mins
14-TUE	7:48	12:28	12:29	7:17		11hrs 28mins
15-WED	8:00	12:10	12:11	7:41		11hrs 40mins
16-THU	7:58	12:18	12:21	7:17		11hrs 16mins
17-FRI	7:06	12:46	12:47	7:05		11hrs 58mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE						BUILDING A CULTURE OF SAFETY: PREPAREDNESS AGAINST DISASTERS, THREATS AND RISKS
22-WED	6:52	12:03	12:05	7:29		8hrs
23-THU	7:34	12:22	12:23	8:07		8hrs
24-FRI	12:06	12:03	7:04	7:24		8hrs
25-SAT						Off
26-SUN						Off
27-MON						CHL
28-TUE	7:53	12:04	12:06	7:12		8hrs
29-WED	8:02	12:05	12:06	7:31	2mins	7hrs 58mins
30-THU	7:31	12:00	12:01	6:11		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.

KRIZZIA MAE D. IGNACIO

VERIFIED as to prescribed office hours

MARK RYAN R. TRIPOLE

Department Head  
Department of Pure and Applied Chemistry

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