

DAILY TIME RECORD

LEORNA, MARISEL A.

(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	12:00	1:00	5:53		8hrs
2-THU	7:51	12:32	12:36	5:58		8hrs
3-FRI	8:01	12:29	12:31	6:12	1min	7hrs 59mins
4-SAT						Off
5-SUN						Off
6-MON	8:04	12:22	12:29	5:12	4mins	7hrs 56mins
7-TUE	8:01	12:00	1:00	5:17	1min	7hrs 59mins
8-WED	7:49	12:09	12:21	5:41		8hrs
9-THU	7:59	12:18	12:22	5:26		8hrs
10-FRI	7:53	12:55	12:58			4hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	8:00	12:36	12:41	5:23		9hrs 18mins
14-TUE	7:49	12:03	12:07	5:18		9hrs 25mins
15-WED	8:00	12:11	12:23	5:25		9hrs 13mins
16-THU	7:58	12:09	12:15	5:09		9hrs 5mins
17-FRI	8:34	12:25	12:34	7:04		10hrs 21mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:07	12:08	12:15	4:46	14mins	7hrs 46mins
22-WED	8:39	12:22	12:31	5:18	39mins	7hrs 21mins
23-THU	8:00	12:01	12:18	5:22		8hrs
24-FRI	7:59	1:00	1:00	5:14		8hrs
25-SAT						Off
26-SUN						Off
27-MON						SL
28-TUE	8:00	12:09	12:13	5:24		8hrs
29-WED	7:12	12:18	12:26	5:37		8hrs
30-THU	8:01	12:09	12:18	5:00	1min	7hrs 59mins
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.

MARISEL A. LEORNA

VERIFIED as to prescribed office hours

SANTIAGO T. PEÑA JR.

Department Head
Office of the Vice President for Research, Extension and Innovation

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