

DAILY TIME RECORD
LEORNA, MARISEL A.
(NAME)

For the month of
September 1 - 30, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:47	12:51	12:52	5:33		8hrs
2-TUE	7:14	12:56	12:57	7:02		8hrs
3-WED	7:49	12:28	12:29	5:59		8hrs
4-THU	7:59	12:16	12:29	5:29		8hrs
5-FRI	8:03	12:47	12:49	5:56	3mins	7hrs 57mins
6-SAT						Off
7-SUN						Off
8-MON	7:55	12:09	12:34	5:08		8hrs
9-TUE	7:20	12:03	12:13	7:08		8hrs
10-WED	8:07	12:16	12:24	6:19	7mins	7hrs 53mins
11-THU	7:54	12:07	12:21	5:41		8hrs
12-FRI	7:52	12:31	12:33	6:02		8hrs
13-SAT						Off
14-SUN						Off
15-MON	8:01	12:09	12:13	6:28	1min	7hrs 59mins
16-TUE	7:04	12:00	1:01	5:24	1min	7hrs 59mins
17-WED	6:50	12:06	12:25	6:21		8hrs
18-THU	7:45	12:53	12:57	5:02		8hrs
19-FRI						SL
20-SAT						Off
21-SUN						Off
22-MON	7:57	12:37				4hrs SUSPENDED 12:01 pm 11:59 pm
23-TUE	7:17	12:15	12:23	5:18		8hrs
24-WED	7:59	12:51	12:53	6:16		8hrs
25-THU	8:01	12:04	12:13			3hrs 59mins SUSPENDED 12:01 pm 11:59 pm
26-FRI						SUSPENDED 12:01 am 11:59 pm
27-SAT						Off
28-SUN						Off
29-MON	7:54	12:40	12:42	5:39		8hrs
30-TUE	7:19	12:00	12:58	5:23		8hrs

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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