

DAILY TIME RECORD

LEORNA, MARISEL A.

(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						OB
2-SAT						Off
3-SUN						Off
4-MON						SLP
5-TUE	7:45	12:33	12:36	5:31		8hrs
6-WED	7:59	12:07	12:37	5:15		8hrs
7-THU	7:58	12:03	12:30	5:46		8hrs
8-FRI						SL
9-SAT						Off
10-SUN						Off
11-MON						OB
12-TUE	7:57	12:07	12:21	5:17		8hrs
13-WED	7:54	12:49	12:51	6:55		8hrs
14-THU	7:41	12:02	12:38	5:55		8hrs
15-FRI	7:52	12:01	12:06	6:12		8hrs
16-SAT						Off
17-SUN						Off
18-MON	7:51	12:07	12:14	6:11		8hrs
19-TUE	6:56	12:52	12:53	6:00		8hrs
20-WED	7:56	12:36	12:49	5:55		8hrs
21-THU						Holiday
22-FRI	7:23	12:50	12:55	5:13		8hrs
23-SAT						Off
24-SUN						Off
25-MON						Holiday
26-TUE						SUSPENDED 12:01 am 11:59 pm
27-WED			1:02	5:18		3hrs 58mins
						SUSPENDED 12:01 am 12:00 pm
28-THU	7:45	12:06	12:07	5:52		8hrs
29-FRI	7:53	12:02	12:06	6:06		8hrs
30-SAT						Off
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.

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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