

DAILY TIME RECORD  
LESIDAN, JERREL ANN L.

(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	12:15	5:01		8hrs
2-THU	8:11	12:03	12:24	5:09	11mins	7hrs 49mins
3-FRI	8:05	12:01	12:06	5:13	5mins	7hrs 55mins
4-SAT						Off
5-SUN						Off
6-MON	7:48	12:00	12:06	5:13		8hrs
7-TUE	7:53	12:02	12:05	5:02		8hrs
8-WED	6:46	12:38	12:40	5:04		8hrs
9-THU	8:31	12:13	12:41	5:07	31mins	7hrs 29mins
10-FRI	7:56	12:02	12:06			4hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON						SL
14-TUE	8:15	12:10	12:10	5:15	15mins	7hrs 45mins
15-WED	8:05	12:00	12:07	5:06	5mins	7hrs 55mins
16-THU	8:20	12:01	12:05	5:03	20mins	7hrs 40mins
17-FRI	8:31	12:00	12:05	5:06	31mins	7hrs 29mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	8:01	12:00	12:04	5:20	1min	7hrs 59mins
22-WED	7:47	12:01	12:07	5:00		8hrs
23-THU	8:19	12:09	12:14	5:05	19mins	7hrs 41mins
24-FRI	8:03	12:19	12:22	5:01	3mins	7hrs 57mins
25-SAT						Off
26-SUN						Off
27-MON	6:56	12:01	12:04	5:28		8hrs
28-TUE	7:46	12:01	12:05	5:02		8hrs
29-WED	6:49	12:01	12:07	5:21		8hrs
30-THU	7:53	12:00	12:05	5:25		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.

JERREL ANN L. LESIDAN

VERIFIED as to prescribed office hours

MARISEL A. LEORNA

Department Head  
National Coconut Research Center-Visayas

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