

DAILY TIME RECORD
STA. IGLESIA, MARILOU 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	7:30	12:05	12:30	5:08		8hrs
2-THU	7:55	12:05	12:07	5:03		8hrs
3-FRI	7:52	12:02	12:05	5:01		8hrs
4-SAT						Off
5-SUN						Off
6-MON	8:15	12:05	12:07	5:01	15mins	7hrs 45mins
7-TUE	7:57	12:00	12:01	5:07		8hrs
8-WED	7:49	12:03	12:33	5:03		8hrs
9-THU	7:58	12:00	12:03	5:02		8hrs
10-FRI	7:51	12:03	12:21	5:00		8hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:53	12:02	12:04	5:02		8hrs
14-TUE	7:55	12:01	12:03	5:02		8hrs
15-WED	8:13	12:31	12:34	5:03	13mins	7hrs 47mins
16-THU	7:50	12:02	12:04	5:04		8hrs
17-FRI	7:58	12:06	12:27	5:04		8hrs
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:53	12:03	12:05	5:03		8hrs
22-WED	7:53	12:02	12:04	5:04		8hrs
23-THU	7:58	12:05	12:07	5:02		8hrs
24-FRI	7:47	12:02	12:05	5:04		8hrs
25-SAT						Off
26-SUN						Off
27-MON						SL
28-TUE						SL
29-WED						SL
30-THU						SL
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.

MARILOU L. STA. IGLESIA

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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