

DAILY TIME RECORD
CRUZ-CORTEZ, CRISLIN B.
(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	7:57	12:00	12:03	5:24		8hrs
2-TUE						OB
3-WED	8:36	12:23	12:27	5:03	36mins	7hrs 24mins
4-THU	7:58	12:03	12:40	5:04		8hrs
5-FRI			12:48	5:01		4hrs (CDO half day)
6-SAT						Off
7-SUN						Off
8-MON	8:29	12:01	12:03	5:26	29mins	7hrs 31mins
9-TUE						CDO
10-WED						FL
11-THU	7:52	12:09	12:12	5:20		8hrs
12-FRI	7:56	12:20	12:21	5:06		8hrs
13-SAT						Off
14-SUN						Off
15-MON						OB
16-TUE	8:20	12:03	12:05	5:05	20mins	7hrs 40mins
17-WED	7:48	12:03	12:05	5:06		8hrs
18-THU	7:58	12:15	12:18	5:50		8hrs
19-FRI	7:58	12:16	12:18	6:44		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:51	12:30				4hrs SUSPENDED 12:01 pm 11:59 pm
23-TUE	7:58	12:05	12:45	5:19		8hrs
24-WED	8:01	12:01	12:56	5:06	1min	7hrs 59mins
25-THU	8:00	12:07	12:11			4hrs SUSPENDED 12:01 pm 11:59 pm
26-FRI						SUSPENDED 12:01 am 11:59 pm
27-SAT						Off
28-SUN						Off
29-MON	8:03	12:05	12:21	5:14	3mins	7hrs 57mins
30-TUE	8:00	12:00	12:02	5:28		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.

CRISLIN B. CRUZ-CORTEZ

VERIFIED as to prescribed office hours

MARISEL A. LEORNA
Department Head
National Coconut Research Center-Visayas

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