

DAILY TIME RECORD  
FLORES, MA. ZAIDA A.  
(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	12:00	12:15	12:45	5:01		8hrs
2-THU	8:02	12:13	12:24	5:02	2mins	7hrs 58mins
3-FRI	8:02	12:17	12:38	5:01	2mins	7hrs 58mins
4-SAT						Off
5-SUN						Off
6-MON	7:38	12:22	12:33	5:01		8hrs
7-TUE	7:59	12:07	12:15	5:02		8hrs
8-WED	8:06	8:16	12:29	5:01	3hrs 50mins	4hrs 10mins
9-THU	8:07	12:09	12:12	5:05	7mins	7hrs 53mins
10-FRI	7:32	12:34	12:49			4hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON						SL
14-TUE	7:43	12:21	12:28	5:03		8hrs
15-WED	8:18	12:21	12:26	5:01	18mins	7hrs 42mins
16-THU	7:51	12:22	12:32	5:04		8hrs
17-FRI	8:10	12:17	12:29	5:00	10mins	7hrs 50mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:49	12:03	12:10	5:03		8hrs
22-WED	7:37	12:19	12:28	5:02		8hrs
23-THU	7:59	12:19	12:25	5:02		8hrs
24-FRI			12:51	5:05	4hrs	4hrs
25-SAT						Off
26-SUN						Off
27-MON						SL
28-TUE						SL
29-WED	7:53	12:08	12:50	5:00		8hrs
30-THU	8:13	12:18	12:28	5:00	13mins	7hrs 47mins
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.

MA. ZAIDA A. FLORES

VERIFIED as to prescribed office hours

ROMEL B. ARMECIN  
Department Head  
National Abaca Research Center

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