

DAILY TIME RECORD
SEVILLE, MARILY V.
(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			1:03	5:22	4hrs 3mins	3hrs 57mins
2-THU	7:57	12:31	12:38	5:36		8hrs
3-FRI	8:00	12:18	12:35	5:35		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:57	12:34	12:38	5:29		8hrs
7-TUE	8:00	12:09	12:20	5:27		8hrs
8-WED	8:09	12:25	12:49	5:07	9mins	7hrs 51mins
9-THU	7:58	12:14	12:24	5:12		8hrs
10-FRI	8:03	12:48				3hrs 57mins SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	8:06	12:30	12:35	5:40	6mins	7hrs 54mins
14-TUE	8:04	12:34	12:39	5:07	4mins	7hrs 56mins
15-WED	8:04	12:15	12:16	5:00	4mins	7hrs 56mins
16-THU	8:03	12:26	12:41	5:47	3mins	7hrs 57mins
17-FRI	8:04	12:25	12:38	6:26	4mins	7hrs 56mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:49	12:32	12:39	5:07		8hrs
22-WED	8:01	12:23	12:24		4hrs 1min	3hrs 59mins
23-THU	8:02	12:21	12:57	5:50	2mins	7hrs 58mins
24-FRI	7:59	12:28	12:29	5:09		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:57	12:32	12:33	5:09		8hrs
28-TUE	8:08	12:10	12:39	5:35	8mins	7hrs 52mins
29-WED	7:54	12:26	12:44	5:07		8hrs
30-THU						Absent
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.

MARILY V. SEVILLE

VERIFIED as to prescribed office hours

ED ALLAN L. ALCOBER

Department Head
Eco-Farm & Resource Management Institute

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