

DAILY TIME RECORD
VESTRA, JEREMIAS S.

(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	7:36	12:00	12:55	5:15		8hrs
2-THU	7:43	12:00	12:02	5:17		8hrs
3-FRI	8:02	12:17	12:20	6:19	2mins	7hrs 58mins
4-SAT						Off
5-SUN						Off
6-MON	7:59	12:04	12:17	5:59		8hrs
7-TUE	7:29	12:04	12:13	5:29		8hrs
8-WED						OB
9-THU	7:48	12:40	12:45	5:15		8hrs
10-FRI	7:59	12:17	12:31	5:15		8hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:59	12:21	12:32	5:02		8hrs
14-TUE	8:02	12:00	12:06	5:34	2mins	7hrs 58mins
15-WED	7:53	12:05	12:10	5:50		8hrs
16-THU	7:47	12:10	12:19	5:13		8hrs
17-FRI	7:58	12:28	12:34	5:23		8hrs
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:54	12:03	12:10	5:03		8hrs
22-WED	7:55	12:17	12:19	5:03		8hrs
23-THU	7:56	12:18	12:24	5:20		8hrs
24-FRI	7:46	12:03	12:05	6:10		8hrs
25-SAT						Off
26-SUN						Off
27-MON	8:03	12:10	12:14	5:10	3mins	7hrs 57mins
28-TUE	8:04	12:02	12:08	5:47	4mins	7hrs 56mins
29-WED	6:39	12:00	12:02	6:44		8hrs
30-THU	8:00	12:54	12:56	5:21		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.

JEREMIAS S. VESTRA

VERIFIED as to prescribed office hours

MARISEL A. LEORNA

Department Head
National Coconut Research Center-Visayas

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