

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<br>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<br>SUSPENDED<br>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 | 10:25 | 12:59 | 1:00  | 5:53 | 2hrs<br>25mins | 5hrs 35mins                                   |
| 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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(NAME)

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| 31-FRI |       |       |       |      |                | Holiday                                       |

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