

DAILY TIME RECORD
BAGUIO, TIFANNY P.
(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						FL
2-TUE		12:26	12:27	5:08	4hrs	4hrs
3-WED	8:00	12:02	12:05	5:08		8hrs
4-THU						OB
5-FRI						OB
6-SAT						Off
7-SUN						Off
8-MON		12:03	12:04	5:08	4hrs	4hrs
9-TUE	7:56	12:07	12:08	5:06		8hrs
10-WED	7:58	12:07	12:08	5:12		8hrs
11-THU	7:50	12:30	12:31	5:07		8hrs
12-FRI	7:57	12:18	12:19	5:11		8hrs
13-SAT						Off
14-SUN						Off
15-MON	7:56	12:03	12:06	5:09		8hrs
16-TUE	7:58	12:04	12:06	5:07		8hrs
17-WED	8:03	12:10	12:11	6:26	3mins	7hrs 57mins
18-THU	7:59	12:39	12:40	5:09		8hrs
19-FRI	7:53	12:03	12:04	5:07		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:47	12:42				4hrs SUSPENDED 12:01 pm 11:59 pm
23-TUE	7:51	12:19	12:20	5:48		8hrs
24-WED	7:46	12:43	12:44	5:10		8hrs
25-THU	7:59	12:15	12:18			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	7:39	12:34	12:35	5:10		8hrs
30-TUE	7:57	12:04		5:09	4hrs	4hrs

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.

TIFANNY P. BAGUIO

VERIFIED as to prescribed office hours

SANTIAGO T. PEÑA JR.

Department Head
Visayas Consortium for Agri. & Resources Program

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