

DAILY TIME RECORD  
BAGUIO, TIFANNY P.

(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				5:11	8hrs	
2-THU	8:00	12:03	12:04	5:14		8hrs
3-FRI	7:55	12:11	12:12	5:11		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:45	12:01	12:04	5:05		8hrs
7-TUE						Absent
8-WED						Absent
9-THU						Absent
10-FRI						SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:53	12:03	12:04	5:06		8hrs
14-TUE	7:53	12:10	12:11	5:10		8hrs
15-WED	7:57	12:16	12:17	5:10		8hrs
16-THU	7:53	12:03	12:04	6:11		8hrs
17-FRI						Absent
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE						Absent
22-WED						Absent
23-THU						Absent
24-FRI						Absent
25-SAT						Off
26-SUN						Off
27-MON	7:49	12:02	12:04	5:08		8hrs
28-TUE	7:54	12:02	12:03	5:09		8hrs
29-WED	7:57	12:19	12:20	5:09		8hrs
30-THU		12:04	12:05		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.

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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