

DAILY TIME RECORD
VILLAREMO, MAREJEN A.

(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	8:00	12:00	1:00	5:00		8hrs
2-THU	6:53	12:23	12:24	5:06		8hrs
3-FRI	7:45	12:13	12:15	5:05		8hrs
4-SAT						Off
5-SUN						Off
6-MON						OB
7-TUE	7:51	12:32	12:32	5:10		8hrs
8-WED						Absent
9-THU	6:56	12:15	12:16	5:08		8hrs
10-FRI	7:54	12:13	12:13			4hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:56	12:05	5:08	5:08	3hrs 51mins	4hrs 9mins
14-TUE	7:50	12:32	12:33	5:10		9hrs 19mins
15-WED	8:00	12:18	12:19	5:20		9hrs 19mins
16-THU	7:54	12:10	12:49	5:03		8hrs 30mins
17-FRI	7:55	12:03	12:24	5:20		9hrs 4mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:50	12:27	12:28	5:11		8hrs
22-WED	7:47	12:08	12:40	5:13		8hrs
23-THU	7:50	12:12	12:35	5:05		8hrs
24-FRI	7:47	12:54	12:55	5:05		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:58	12:03	12:28	5:08		8hrs
28-TUE	7:56	12:10	12:33	5:03		8hrs
29-WED	8:01	12:02	12:06	5:10	1min	7hrs 59mins
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.

MAREJEN A. VILLAREMO

VERIFIED as to prescribed office hours

ED ALLAN L. ALCOBER

Department Head
Eco-Farm & Resource Management Institute

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