

DAILY TIME RECORD
CRUZ-CORTEZ, CRISLIN B.

(NAME)

For the month of
November 1 - 30, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON						SUSPENDED 8:00 am 5:00 pm
4-TUE						SUSPENDED 8:00 am 5:00 pm
5-WED	8:00	12:00	12:50	5:15		8hrs
6-THU	8:00	12:00	1:00	5:25		8hrs
7-FRI						Absent
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE		12:02	12:09	5:16	4hrs	4hrs
12-WED						SEL
13-THU				4:57	8hrs	
14-FRI						Absent
15-SAT						Off
16-SUN						Off
17-MON	7:59	12:09	12:15		4hrs	4hrs
18-TUE						OB
19-WED	7:59	12:58	1:00		4hrs	4hrs
20-THU						SEL
21-FRI						SEL
22-SAT						Off
23-SUN						Off
24-MON						Absent
25-TUE		12:56	12:59		8hrs	
26-WED				9:01	8hrs	
27-THU	7:57	12:20	12:23		4hrs	4hrs
28-FRI	7:57				8hrs	
29-SAT						Off
30-SUN						Off

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.

CRISLIN B. CRUZ-CORTEZ

VERIFIED as to prescribed office hours

MARISEL A. LEORNA

Department Head
National Coconut Research Center-Visayas

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