

DAILY TIME RECORD  
SOLIS, REMENITA J.  
(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<br>8:00 am 5:00 pm   |
| 4-TUE  |      |       |       |      |      | SUSPENDED<br>8:00 am 5:00 pm   |
| 5-WED  | 7:59 | 12:01 | 12:02 | 5:02 |      | 8hrs                           |
| 6-THU  |      |       |       |      |      | SEL                            |
| 7-FRI  |      |       |       |      |      | SEL                            |
| 8-SAT  |      |       |       |      |      | Off                            |
| 9-SUN  |      |       |       |      |      | Off                            |
| 10-MON |      |       |       |      |      | SUSPENDED<br>8:00 am 5:00 pm   |
| 11-TUE | 7:45 | 12:01 | 12:11 | 5:01 |      | 8hrs                           |
| 12-WED |      |       |       |      |      | SEL                            |
| 13-THU |      |       |       |      |      | SEL                            |
| 14-FRI |      |       |       |      |      | SEL                            |
| 15-SAT |      |       |       |      |      | Off                            |
| 16-SUN |      |       |       |      |      | Off                            |
| 17-MON | 7:33 | 12:03 | 12:11 | 5:03 |      | 8hrs                           |
| 18-TUE | 7:23 | 12:06 | 12:12 | 5:00 |      | 8hrs                           |
| 19-WED | 7:38 | 12:14 | 12:28 | 5:03 |      | 8hrs                           |
| 20-THU | 7:36 | 12:05 | 12:04 | 5:02 |      | 8hrs                           |
| 21-FRI | 7:46 | 12:00 | 12:02 | 5:00 |      | 8hrs                           |
| 22-SAT |      |       |       |      |      | Off                            |
| 23-SUN |      |       |       |      |      | Off                            |
| 24-MON | 7:59 |       |       |      | 8hrs | SUSPENDED<br>12:01 pm 11:59 pm |
| 25-TUE |      |       |       |      |      | Absent                         |
| 26-WED |      |       |       |      |      | Absent                         |
| 27-THU |      |       |       |      |      | Absent                         |
| 28-FRI |      |       |       |      |      | Absent                         |
| 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.

REMENTA J. SOLIS

VERIFIED as to prescribed office hours

SUZETTE B. LINA  
College Dean  
Faculty of Agriculture and Food Science

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