

DAILY TIME RECORD  
VESTRA, JEREMIAS S.  
(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						Absent
6-THU						Absent
7-FRI						Absent
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE						Absent
12-WED						Absent
13-THU						Absent
14-FRI						Absent
15-SAT						Off
16-SUN						Off
17-MON						Absent
18-TUE	7:13	12:09		5:04	4hrs	4hrs
19-WED	7:57	12:10	12:16	5:01		8hrs
20-THU	8:02	12:13	12:16	5:15	2mins	7hrs 58mins
21-FRI	7:28	12:26	12:32	5:03		8hrs
22-SAT						Off
23-SUN						Off
24-MON	7:42	12:43				4hrs SUSPENDED 12:01 pm 11:59 pm
25-TUE	7:41	12:07	12:11	6:03		8hrs
26-WED	7:51	12:15	12:25	5:14		8hrs
27-THU		12:15	12:18	5:22	4hrs	4hrs
28-FRI	7:46	12:35	12:37	5:03		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.

JEREMIAS S. VESTRA

VERIFIED as to prescribed office hours

MARISEL A. LEORNA

Department Head  
National Coconut Research Center-Visayas

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