

DAILY TIME RECORD  
MATA, NIÑO JAN M.  
(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  | 8:00 | 12:01 | 12:20 | 5:01 |     | 8hrs                                   |
| 6-THU  | 8:00 | 12:01 | 12:30 | 5:01 |     | 8hrs                                   |
| 7-FRI  | 8:00 | 12:01 | 12:20 | 5:01 |     | 8hrs                                   |
| 8-SAT  |      |       |       |      |     | Off                                    |
| 9-SUN  |      |       |       |      |     | Off                                    |
| 10-MON |      |       |       |      |     | SUSPENDED<br>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 | 7:34 | 12:51 | 12:51 | 5:00 |     | 8hrs                                   |
| 19-WED | 7:49 | 12:03 | 12:52 | 5:05 |     | 8hrs                                   |
| 20-THU | 7:48 | 12:02 | 12:26 | 5:01 |     | 8hrs                                   |
| 21-FRI | 7:41 | 12:01 | 12:20 | 5:06 |     | 8hrs                                   |
| 22-SAT |      |       |       |      |     | Off                                    |
| 23-SUN |      |       |       |      |     | Off                                    |
| 24-MON | 7:49 | 12:04 |       |      |     | 4hrs<br>SUSPENDED<br>12:01 pm 11:59 pm |
| 25-TUE | 7:54 | 12:01 | 12:04 | 5:00 |     | 8hrs                                   |
| 26-WED | 7:35 | 12:05 | 12:08 | 5:00 |     | 8hrs                                   |
| 27-THU |      |       |       |      |     | SEL                                    |
| 28-FRI |      |       |       |      |     | SEL                                    |
| 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.

NIÑO JAN M. MATA

VERIFIED as to prescribed office hours

ROMEL B. ARMECIN  
Department Head  
National Abaca Research Center

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