

DAILY TIME RECORD
JADINA, BEATRIZ C.
(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			5:05	8hrs	
2-THU	6:28	9:35	9:38	5:00		9hrs
3-FRI	7:21	12:04				4hrs
4-SAT						Off
5-SUN						Off
6-MON	6:33	9:39	9:40	5:09		9hrs
7-TUE	6:33			5:08	8hrs	
8-WED	6:35	12:11	12:17	5:43		9hrs 1min
9-THU	6:41	9:16	9:18	5:18	14mins	8hrs 46mins
10-FRI	6:59	12:31				4hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	6:44			5:11	8hrs	
14-TUE	6:36	12:29	12:42	5:14		10hrs 25mins
15-WED	6:45	12:08	12:09	5:15		10hrs 29mins
16-THU	6:33	12:13	12:52	5:14		10hrs 2mins
17-FRI	7:19	12:12			3hrs 7mins	4hrs 53mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	6:37			5:07	8hrs	
22-WED	6:40	12:14	12:17	5:08		9hrs 1min
23-THU	6:41			5:04	8hrs	
24-FRI	7:38				8hrs	
25-SAT						Off
26-SUN						Off
27-MON	6:35			5:05	8hrs	
28-TUE	6:38	12:22	12:24	5:08		9hrs 1min
29-WED	6:50	12:17		5:10	4hrs	5hrs 1min
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.

BEATRIZ C. JADINA

VERIFIED as to prescribed office hours

DEEJAY M. LUMANAO
Department Head
Department of Soil Science

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