

DAILY TIME RECORD
CRUZ-CORTEZ, CRISLIN B.

(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	7:53	12:00	12:50	5:17		8hrs
2-THU	7:56	12:04	12:15	5:14		8hrs
3-FRI	7:45	12:02	12:07	5:06		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:58	12:00	12:07	5:09		8hrs
7-TUE	7:57	12:17	12:40	5:43		8hrs
8-WED						OB
9-THU						OB
10-FRI	7:49	12:20	12:55	5:22		8hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						OB
13-MON						OB
14-TUE						OB
15-WED						OB
16-THU						OB
17-FRI						OB
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE						BUILDING A CULTURE OF SAFETY: PREPAREDNESS AGAINST DISASTERS, THREATS AND RISKS
22-WED	7:55	12:29	12:31	5:21		8hrs
23-THU	7:57	12:51	12:58	5:19		8hrs
24-FRI	7:57	12:02	12:16	5:15		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:51	12:01	12:06	5:01		8hrs
28-TUE	7:58	12:02	12:06	5:05		8hrs
29-WED						SLP
30-THU	7:21	12:30	12:45	6:05		8hrs
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.

CRISLIN B. CRUZ-CORTEZ

VERIFIED as to prescribed office hours

MARISEL A. LEORNA
Department Head
National Coconut Research Center-Visayas

DAILY TIME RECORD
CRUZ-CORTEZ, CRISLIN B.

(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	7:53	12:00	12:50	5:17		8hrs
2-THU	7:56	12:04	12:15	5:14		8hrs
3-FRI	7:45	12:02	12:07	5:06		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:58	12:00	12:07	5:09		8hrs
7-TUE	7:57	12:17	12:40	5:43		8hrs
8-WED						OB
9-THU						OB
10-FRI	7:49	12:20	12:55	5:22		8hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						OB
13-MON						OB
14-TUE						OB
15-WED						OB
16-THU						OB
17-FRI						OB
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE						BUILDING A CULTURE OF SAFETY: PREPAREDNESS AGAINST DISASTERS, THREATS AND RISKS
22-WED	7:55	12:29	12:31	5:21		8hrs
23-THU	7:57	12:51	12:58	5:19		8hrs
24-FRI	7:57	12:02	12:16	5:15		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:51	12:01	12:06	5:01		8hrs
28-TUE	7:58	12:02	12:06	5:05		8hrs
29-WED						SLP
30-THU	7:21	12:30	12:45	6:05		8hrs
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.

CRISLIN B. CRUZ-CORTEZ

VERIFIED as to prescribed office hours

MARISEL A. LEORNA
Department Head
National Coconut Research Center-Visayas