

DAILY TIME RECORD
IGOT, LEODEL 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						SEL
6-THU						SEL
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	6:50	12:10	12:07	5:00		8hrs
19-WED	7:11	12:07	12:09	5:07		8hrs
20-THU	7:06	12:07	12:08	5:08		8hrs
21-FRI	7:06	12:00	12:02	5:08		8hrs
22-SAT						Off
23-SUN						Off
24-MON	7:25	12:04				4hrs
						SUSPENDED 12:01 pm 11:59 pm
25-TUE	7:01	12:04	12:07	5:06		8hrs
26-WED	7:05	12:05	12:07	5:05		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.

LEODEL S. IGOT

VERIFIED as to prescribed office hours

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

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