

DAILY TIME RECORD
PALMA, JEANIE ROSE D.
(NAME)

For the month of
June 1 - 30, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	8:00	12:20	1:00	5:35		8hrs
3-TUE	8:00	12:00	1:00	6:15		8hrs
4-WED	8:04	12:38	1:00	6:42	4mins	7hrs 56mins
5-THU	8:00	12:08	12:11	5:01		8hrs
6-FRI						Holiday
7-SAT						Off
8-SUN						Off
9-MON	7:58	12:14	12:16	5:11		8hrs
10-TUE	7:56	12:02	12:05	5:07		8hrs
11-WED	7:51	12:03	12:43	6:06		8hrs
12-THU						Holiday
13-FRI	8:03	12:04	12:06	5:00	3mins	7hrs 57mins
14-SAT						Off
15-SUN						Off
16-MON	7:44	12:00	12:04	5:26		8hrs
17-TUE	7:53	12:04	12:05	5:10		8hrs
18-WED	8:05	12:07	12:21	5:04	5mins	7hrs 55mins
19-THU	8:02	12:21	12:28	5:39	2mins	7hrs 58mins
20-FRI	7:52	12:15	12:37	5:10		8hrs
21-SAT						Off
22-SUN						Off
23-MON	8:06	12:20	12:54	5:18	6mins	7hrs 54mins
24-TUE	8:01	12:10	12:12	5:05	1min	7hrs 59mins
25-WED						OB
26-THU	7:44	12:07	1:00	5:02		8hrs
27-FRI	7:57	12:04	12:06	5:19		8hrs
28-SAT						Off
29-SUN						Off
30-MON	7:53	12:45	12:47	5:06		8hrs

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.

JEANIE ROSE D. PALMA

VERIFIED as to prescribed office hours

MARLON M. TAMBIS

Director
Philippine Root Crops Research & Training Center

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