

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

For the month of  
July 1 - 31, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	8:00	12:09	12:11	5:02		8hrs
2-WED						OB
3-THU						OB
4-FRI						OB
5-SAT						OB
6-SUN						OB
7-MON						FL
8-TUE	7:59	12:09	12:28	5:07		8hrs
9-WED						OB
10-THU						OB
11-FRI	8:00	12:10	12:12	5:07		8hrs
12-SAT						Off
13-SUN						Off
14-MON	7:45	12:29	12:31	5:08		8hrs
15-TUE						OB
16-WED	7:57	12:05	12:07	5:10		8hrs
17-THU	7:23	12:02	12:58	5:01		8hrs
18-FRI	8:00	12:02	12:23	5:07		8hrs
19-SAT						Off
20-SUN						Off
21-MON						SL
22-TUE	7:44	12:05	12:09	5:18		8hrs
23-WED	8:00	12:15	12:18	5:00		8hrs
24-THU	7:56	12:23	12:24	5:10		8hrs
25-FRI	7:35	12:38	12:39	5:00		8hrs
26-SAT						Off
27-SUN						Off
28-MON	7:34	12:02	12:58	5:13		8hrs
29-TUE						FL
30-WED	7:50	12:41	12:44	5:02		8hrs
31-THU						FL

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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