

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

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

| Day    | AM   |       | PM    |      | T/U  | Total   |
|--------|------|-------|-------|------|------|---|
|        | IN   | OUT   | IN    | OUT  |      |   |
| 1-MON  |      |       |       |      |      | CDO   |
| 2-TUE  |      |       |       |      |      | CDO   |
| 3-WED  |      |       |       |      |      | CDO   |
| 4-THU  |      |       |       |      |      | CDO   |
| 5-FRI  |      |       |       |      |      | CDO   |
| 6-SAT  |      |       |       |      |      | Off   |
| 7-SUN  |      |       |       |      |      | Off   |
| 8-MON  | 7:39 | 12:12 | 12:50 | 5:11 |      | 8hrs  |
| 9-TUE  | 7:45 | 12:01 | 12:31 | 5:06 |      | 8hrs  |
| 10-WED | 7:59 | 12:08 | 12:51 | 5:24 |      | 8hrs  |
| 11-THU |      |       |       |      |      | SL  |
| 12-FRI | 8:00 | 12:08 | 12:30 | 5:05 |      | 8hrs  |
| 13-SAT |      |       |       |      |      | Off   |
| 14-SUN |      |       |       |      |      | Off   |
| 15-MON | 7:54 | 12:09 | 12:12 | 5:07 |      | 8hrs  |
| 16-TUE | 7:41 | 12:11 | 12:30 | 5:17 |      | 8hrs  |
| 17-WED | 7:49 | 12:03 | 12:16 | 5:40 |      | 8hrs  |
| 18-THU | 7:42 | 12:23 | 12:29 | 6:40 |      | 8hrs  |
| 19-FRI | 7:56 | 12:04 | 12:06 | 6:15 |      | 8hrs  |
| 20-SAT |      |       |       |      |      | Off   |
| 21-SUN |      |       |       |      |      | Off   |
| 22-MON | 8:00 | 12:16 |       |      |      | 4hrs<br>SUSPENDED<br>12:01 pm 11:59 pm        |
| 23-TUE | 8:01 | 12:00 | 12:12 | 7:00 | 1min | 7hrs 59mins                                   |
| 24-WED | 7:57 | 12:11 | 12:12 | 6:16 |      | 8hrs  |
| 25-THU | 8:07 | 12:10 | 12:42 |      |      | 3hrs 53mins<br>SUSPENDED<br>12:01 pm 11:59 pm |
| 26-FRI |      |       |       |      |      | SUSPENDED<br>12:01 am 11:59 pm                |
| 27-SAT |      |       |       |      |      | Off   |
| 28-SUN |      |       |       |      |      | Off   |
| 29-MON | 7:56 | 12:04 | 12:32 | 5:10 |      | 8hrs  |
| 30-TUE | 7:59 | 12:33 | 12:36 | 5:22 |      | 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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(NAME)

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