

DAILY TIME RECORD
PALMA, JEANIE ROSE D.
(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	8:00	12:01	12:12	5:22		8hrs
2-THU	8:03	12:12	12:13	5:07	3mins	7hrs 57mins
3-FRI						SLP
4-SAT						Off
5-SUN						OB
6-MON						OB
7-TUE						OB
8-WED						OB
9-THU						OB
10-FRI						OB
11-SAT						OB
12-SUN						OB
13-MON						OB
14-TUE						OB
15-WED	7:58	12:09	12:11	5:04		9hrs 4mins
16-THU						OB
17-FRI	8:05	12:30	12:31	5:16		9hrs 10mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:59	12:13	12:14	5:07		8hrs
22-WED	8:05	12:35	12:36	5:15	5mins	7hrs 55mins
23-THU	8:08	12:01	12:36	5:13	8mins	7hrs 52mins
24-FRI	8:05	12:33	12:35	5:08	5mins	7hrs 55mins
25-SAT						Off
26-SUN						Off
27-MON	8:00	12:41	12:43	5:13		8hrs
28-TUE	7:59	12:30	12:32	5:09		8hrs
29-WED	8:13	12:00	12:01	5:09	13mins	7hrs 47mins
30-THU						SL
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.

JEANIE ROSE D. PALMA

VERIFIED as to prescribed office hours

MARLON M. TAMBIS

Director
Philippine Root Crops Research & Training Center

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