

DAILY TIME RECORD  
ESCALA, LEONIFER 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						Absent
6-THU						Absent
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						SEL
14-FRI						SEL
15-SAT						Off
16-SUN						Off
17-MON						Absent
18-TUE						Absent
19-WED						Absent
20-THU						SEL
21-FRI						SEL
22-SAT						Off
23-SUN						Off
24-MON		12:11			8hrs	SUSPENDED 12:01 pm 11:59 pm
25-TUE	8:03	12:02	12:07	5:03	3mins	7hrs 57mins
26-WED	8:02	12:01	12:05	5:04	2mins	7hrs 58mins
27-THU	8:03	12:04	12:11	5:01	3mins	7hrs 57mins
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.

LEONIFER S. ESCALA

VERIFIED as to prescribed office hours

MARLON M. TAMBIS

Director  
Philippine Root Crops Research & Training Center

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