

DAILY TIME RECORD
JADINA, BEATRIZ C.
(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	6:38		12:45	5:13	5hrs 15mins	3hrs 45mins
2-TUE	6:37	12:03	12:06	5:00		9hrs 1min
3-WED	6:38	12:13	12:45	5:13		9hrs 1min
4-THU	6:42	9:34	9:36	5:29		9hrs
5-FRI	7:43	12:15				4hrs
6-SAT						Off
7-SUN						Off
8-MON	6:51	9:31	9:34	5:22		9hrs
9-TUE	6:50	12:21	12:22	5:04		9hrs 1min
10-WED	6:50	12:00	12:45	5:03		9hrs 1min
11-THU	6:56	9:34	9:38	5:20		9hrs
12-FRI	7:30	12:21				4hrs
13-SAT						Off
14-SUN						Off
15-MON	6:39	9:34	9:36	5:11		9hrs
16-TUE	6:32	12:09	12:11	5:07		9hrs 1min
17-WED						SL
18-THU	6:47	9:32	9:33	5:20		9hrs
19-FRI	7:55	12:00				4hrs
20-SAT						Off
21-SUN						Off
22-MON	6:37	9:43	10:00	12:00		4hrs 30mins SUSPENDED 12:01 pm 11:59 pm
23-TUE	6:39	12:24	12:26	5:10		9hrs 1min
24-WED	6:40	12:17	12:24	5:31		9hrs 1min
25-THU	6:49		12:13		9hrs	SUSPENDED 12:01 pm 11:59 pm
26-FRI						SUSPENDED 12:01 am 11:59 pm
27-SAT						Off
28-SUN						Off
29-MON	6:38	9:34	9:43	5:12		9hrs
30-TUE	6:37	12:34	12:43	5:10		9hrs 1min

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.

BEATRIZ C. JADINA

VERIFIED as to prescribed office hours

DEEJAY M. LUMANAO

Department Head
Department of Soil Science

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