

DAILY TIME RECORD

LEORNA, MARISEL A.

(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		12:56	12:58	6:56	4hrs	4hrs
12-WED	7:09	12:58	1:00	5:55		8hrs
13-THU	7:55	12:10	12:12	7:46		8hrs
14-FRI	7:14	12:51	12:55	5:08		8hrs
15-SAT						Off
16-SUN						Off
17-MON	7:48	12:53	12:55	5:19		8hrs
18-TUE	7:26	12:52	12:54	8:15		8hrs
19-WED	8:03	12:23	12:45	5:17	3mins	7hrs 57mins
20-THU						Absent
21-FRI						Absent
22-SAT						Off
23-SUN						Off
24-MON						SUSPENDED 12:01 pm 11:59 pm
25-TUE	7:18	12:02	12:05	5:57		8hrs
26-WED						Absent
27-THU	8:05	12:03	12:50	5:40	5mins	7hrs 55mins
28-FRI	7:57	12:18	12:57	5:34		8hrs
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.

MARISEL A. LEORNA

VERIFIED as to prescribed office hours

SANTIAGO T. PEÑA JR.

Department Head  
Office of the Vice President for Research, Extension and Innovation

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