

DAILY TIME RECORD  
BAGARINAO, MARIEDITH I.  
(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  | 6:55 | 12:15 | 12:28 | 5:17 |       | 8hrs                                   |
| 2-THU  | 7:29 | 12:05 | 12:09 | 6:22 |       | 8hrs                                   |
| 3-FRI  | 7:17 | 12:00 | 12:02 | 7:05 |       | 8hrs                                   |
| 4-SAT  |      |       |       |      |       | Off                                    |
| 5-SUN  |      |       |       |      |       | Off                                    |
| 6-MON  | 7:27 | 12:17 | 12:31 | 5:20 |       | 8hrs                                   |
| 7-TUE  | 7:44 | 12:23 | 12:24 | 5:44 |       | 8hrs                                   |
| 8-WED  | 6:59 | 12:20 | 12:37 | 5:12 |       | 8hrs                                   |
| 9-THU  | 7:55 | 12:17 | 12:22 | 5:37 |       | 8hrs                                   |
| 10-FRI | 7:51 | 12:47 | 12:54 | 5:20 |       | 8hrs<br>SUSPENDED<br>12:00 pm 11:59 pm |
| 11-SAT |      |       |       |      |       | Off                                    |
| 12-SUN |      |       |       |      |       | Off                                    |
| 13-MON | 8:00 | 12:02 | 12:11 | 5:15 |       | 9hrs 6mins                             |
| 14-TUE | 7:30 | 12:00 | 12:04 | 5:13 |       | 9hrs 39mins                            |
| 15-WED |      |       |       |      |       | SLP                                    |
| 16-THU |      |       |       |      |       | SLP                                    |
| 17-FRI |      |       |       |      |       | SLP                                    |
| 18-SAT |      |       |       |      |       | Off                                    |
| 19-SUN |      |       |       |      |       | Off                                    |
| 20-MON |      |       |       |      |       | Holiday                                |
| 21-TUE | 8:02 | 12:00 | 12:04 | 5:19 | 2mins | 7hrs 58mins                            |
| 22-WED | 6:59 | 12:08 | 12:27 | 5:10 |       | 8hrs                                   |
| 23-THU | 7:29 | 12:11 | 12:37 | 5:30 |       | 8hrs                                   |
| 24-FRI | 6:14 | 12:09 | 12:13 | 5:28 |       | 8hrs                                   |
| 25-SAT |      |       |       |      |       | Off                                    |
| 26-SUN |      |       |       |      |       | Off                                    |
| 27-MON | 7:42 | 12:47 | 12:52 | 5:27 |       | 8hrs                                   |
| 28-TUE | 7:43 | 12:11 | 12:27 | 5:28 |       | 8hrs                                   |
| 29-WED | 6:56 | 12:26 | 12:37 | 5:21 |       | 8hrs                                   |
| 30-THU | 6:04 | 12:01 | 12:03 | 5:01 |       | 8hrs                                   |
| 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.

MARIEDITH I. BAGARINAO

VERIFIED as to prescribed office hours

LUZ G. ASIO  
Department Head  
Department of Agronomy

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