

DAILY TIME RECORD

LINA, DARIO P.

(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						SL
2-THU						SL
3-FRI						SL
4-SAT						Off
5-SUN						Off
6-MON	8:00	12:55	12:57	5:09		8hrs
7-TUE	7:44	12:07	12:09	5:13		8hrs
8-WED	8:00	12:05	12:18	5:05		8hrs
9-THU						SL
10-FRI	8:05	12:32	12:33			3hrs 55mins SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:57	1:09	1:09	5:13		9hrs 16mins
14-TUE	7:05	12:02	12:07	5:06		9hrs 56mins
15-WED						SL
16-THU	7:59	12:05	12:06	5:00		9hrs
17-FRI						SL
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:24	12:03	12:09	5:06		8hrs
22-WED						SL
23-THU	7:36	12:00	12:07	5:03		8hrs
24-FRI	7:51	12:01			4hrs	4hrs
25-SAT						Off
26-SUN						Off
27-MON	8:00	12:00	12:05	5:12		8hrs
28-TUE	7:49	12:01	12:20	5:00		8hrs
29-WED	7:59	12:02	12:07	5:15		8hrs
30-THU	8:00	12:04	12:11	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.

DARIO P. LINA

VERIFIED as to prescribed office hours

MARISEL A. LEORNA

Department Head  
National Coconut Research Center-Visayas

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