

DAILY TIME RECORD  
LAGUE, MA. NELIA N.  
(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<br>8:00 am 5:00 pm           |
| 4-TUE  |      |       |       |      |     | SUSPENDED<br>8:00 am 5:00 pm           |
| 5-WED  | 8:00 | 12:00 | 1:00  | 5:00 |     | 8hrs                                   |
| 6-THU  | 8:00 | 12:00 | 1:00  | 5:00 |     | 8hrs                                   |
| 7-FRI  | 8:00 | 12:00 | 1:00  | 5:00 |     | 8hrs                                   |
| 8-SAT  |      |       |       |      |     | Off                                    |
| 9-SUN  |      |       |       |      |     | Off                                    |
| 10-MON |      |       |       |      |     | SUSPENDED<br>8:00 am 5:00 pm           |
| 11-TUE |      |       |       |      |     | SEL                                    |
| 12-WED |      |       |       |      |     | SEL                                    |
| 13-THU | 7:35 | 12:07 | 12:09 | 5:06 |     | 8hrs                                   |
| 14-FRI | 7:59 | 12:00 | 12:11 | 5:35 |     | 8hrs                                   |
| 15-SAT |      |       |       |      |     | Off                                    |
| 16-SUN |      |       |       |      |     | Off                                    |
| 17-MON | 7:53 | 12:03 | 12:05 | 5:06 |     | 8hrs                                   |
| 18-TUE | 7:51 | 12:09 | 12:12 | 5:21 |     | 8hrs                                   |
| 19-WED | 7:56 | 12:03 | 12:47 | 5:24 |     | 8hrs                                   |
| 20-THU | 7:45 | 12:14 | 12:18 | 8:53 |     | 8hrs                                   |
| 21-FRI | 7:59 | 12:02 | 12:21 | 5:09 |     | 8hrs                                   |
| 22-SAT |      |       |       |      |     | Off                                    |
| 23-SUN |      |       |       |      |     | Off                                    |
| 24-MON | 7:51 | 12:15 |       |      |     | 4hrs<br>SUSPENDED<br>12:01 pm 11:59 pm |
| 25-TUE | 7:56 | 12:08 | 12:09 | 5:07 |     | 8hrs                                   |
| 26-WED | 7:56 | 12:22 | 12:41 | 5:37 |     | 8hrs                                   |
| 27-THU | 7:07 | 12:06 | 12:08 | 5:08 |     | 8hrs                                   |
| 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.

MA. NELIA N. LAGUE

VERIFIED as to prescribed office hours

NILO L. LEORNA

Department Head  
Department of Agricultural and BioSystems Engineering

DAILY TIME RECORD  
LAGUE, MA. NELIA N.  
(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<br>8:00 am 5:00 pm           |
| 4-TUE  |      |       |       |      |     | SUSPENDED<br>8:00 am 5:00 pm           |
| 5-WED  | 8:00 | 12:00 | 1:00  | 5:00 |     | 8hrs                                   |
| 6-THU  | 8:00 | 12:00 | 1:00  | 5:00 |     | 8hrs                                   |
| 7-FRI  | 8:00 | 12:00 | 1:00  | 5:00 |     | 8hrs                                   |
| 8-SAT  |      |       |       |      |     | Off                                    |
| 9-SUN  |      |       |       |      |     | Off                                    |
| 10-MON |      |       |       |      |     | SUSPENDED<br>8:00 am 5:00 pm           |
| 11-TUE |      |       |       |      |     | SEL                                    |
| 12-WED |      |       |       |      |     | SEL                                    |
| 13-THU | 7:35 | 12:07 | 12:09 | 5:06 |     | 8hrs                                   |
| 14-FRI | 7:59 | 12:00 | 12:11 | 5:35 |     | 8hrs                                   |
| 15-SAT |      |       |       |      |     | Off                                    |
| 16-SUN |      |       |       |      |     | Off                                    |
| 17-MON | 7:53 | 12:03 | 12:05 | 5:06 |     | 8hrs                                   |
| 18-TUE | 7:51 | 12:09 | 12:12 | 5:21 |     | 8hrs                                   |
| 19-WED | 7:56 | 12:03 | 12:47 | 5:24 |     | 8hrs                                   |
| 20-THU | 7:45 | 12:14 | 12:18 | 8:53 |     | 8hrs                                   |
| 21-FRI | 7:59 | 12:02 | 12:21 | 5:09 |     | 8hrs                                   |
| 22-SAT |      |       |       |      |     | Off                                    |
| 23-SUN |      |       |       |      |     | Off                                    |
| 24-MON | 7:51 | 12:15 |       |      |     | 4hrs<br>SUSPENDED<br>12:01 pm 11:59 pm |
| 25-TUE | 7:56 | 12:08 | 12:09 | 5:07 |     | 8hrs                                   |
| 26-WED | 7:56 | 12:22 | 12:41 | 5:37 |     | 8hrs                                   |
| 27-THU | 7:07 | 12:06 | 12:08 | 5:08 |     | 8hrs                                   |
| 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.

MA. NELIA N. LAGUE

VERIFIED as to prescribed office hours

NILO L. LEORNA

Department Head  
Department of Agricultural and BioSystems Engineering