

DAILY TIME RECORD
MANIEGO, MARY ROSE M.

(NAME)

For the month of
January 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						Holiday
2-THU	8:56	12:41	12:50	5:23	56mins	7hrs 4mins
3-FRI	8:29	12:10	12:27	5:19	29mins	7hrs 31mins
4-SAT						Off
5-SUN						Off
6-MON	8:35	12:16	12:18	5:09	35mins	7hrs 25mins
7-TUE	9:26	12:18	12:43	5:11	1hr 26mins	6hrs 34mins
8-WED	8:40	12:02	12:04	5:07	40mins	7hrs 20mins
9-THU	8:00	12:08	12:37	5:04		8hrs
10-FRI	8:25	12:04	12:31	5:08	25mins	7hrs 35mins
11-SAT						Off
12-SUN						Off
13-MON	8:07	12:01	12:04	5:09	7mins	7hrs 53mins
14-TUE	8:41	12:00	12:05	5:38	41mins	7hrs 19mins
15-WED	7:45	12:00	12:02	5:08		8hrs
16-THU	8:28	12:03	12:26	5:19	28mins	7hrs 32mins
17-FRI	8:29	12:03	12:34	5:10	29mins	7hrs 31mins
18-SAT						Off
19-SUN						Off
20-MON	8:09	12:04	12:07	5:12	9mins	7hrs 51mins
21-TUE	8:31	12:03	12:49	5:06	31mins	7hrs 29mins
22-WED	8:16	12:03	12:53	5:01	16mins	7hrs 44mins
23-THU	8:14	12:22	12:24	5:05	14mins	7hrs 46mins
24-FRI	8:28	12:02	12:25	5:38	28mins	7hrs 32mins
25-SAT						Off
26-SUN						Off
27-MON	8:28	12:06	12:17	5:38	28mins	7hrs 32mins
28-TUE	8:44	12:04	12:08	5:49	44mins	7hrs 16mins
29-WED						Holiday
30-THU	8:38	12:02	12:06	5:32	38mins	7hrs 22mins
31-FRI	8:26	12:01	12:04	5:08	26mins	7hrs 34mins

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.

MARY ROSE M. MANIEGO

VERIFIED as to prescribed office hours

MARLON M. TAMBIS

Director
Philippine Root Crops Research & Training Center

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