

DAILY TIME RECORD
QUIMILAT, MAX TEODY T.

(NAME)

For the month of
February 1 - 28, 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	7:45	12:09	12:11	5:18		8hrs 1min
4-TUE	6:48	12:12	12:15	5:13		9hrs
5-WED	6:50	11:01	11:03	1:01		5hrs
6-THU	8:32	12:07	12:57		9hrs 32mins	3hrs 28mins
7-FRI	6:47	11:50	11:51	1:00		5hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 11:59 pm
11-TUE						Absent
12-WED						CONSULTATIVE MEETING WITH VSU PRESIDENT
13-THU	7:10	12:05	12:07		9hrs	4hrs
14-FRI	6:58	11:00	11:01	1:05		5hrs
15-SAT						Off
16-SUN						Off
17-MON		12:06	12:07	5:09	4hrs 1min	4hrs
18-TUE	7:26	12:03	12:10	4:30	56mins	8hrs 4mins
19-WED						Absent
20-THU						Absent
21-FRI						Absent
22-SAT						Off
23-SUN						Off
24-MON						Absent
25-TUE		12:29	12:35	3:53	6hrs 7mins	2hrs 53mins
26-WED	7:45	12:17	11:13		1hr 45mins	3hrs 15mins
27-THU						Absent
28-FRI						Absent

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.

MAX TEODY T. QUIMILAT

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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