

DAILY TIME RECORD
QUIMILAT, MAX TEODY T.

(NAME)

For the month of
March 1 - 31, 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						Absent
4-TUE						Absent
5-WED						Absent
6-THU	7:44	12:37	12:39		9hrs	4hrs
7-FRI						Absent
8-SAT						Off
9-SUN						Off
10-MON	7:28	12:46	12:47	4:54	6mins	7hrs 55mins
11-TUE						Absent
12-WED	8:55	11:00	11:01	1:00	1hr 55mins	3hrs 5mins
13-THU		12:27	12:29		8hrs	
14-FRI						Absent
15-SAT						Off
16-SUN						Off
17-MON	8:53	12:14	12:28	5:00	7mins	7hrs 53mins
18-TUE	9:38	12:29	12:31	5:35	5mins	7hrs 55mins
19-WED	6:56	11:10	11:16	1:01	2hrs 1min	5hrs 59mins
20-THU						Absent
21-FRI						Absent
22-SAT						Off
23-SUN						Off
24-MON	8:14	12:25	12:27	5:05	15mins	7hrs 46mins
25-TUE	6:55	12:23	12:25			5hrs SUSPENDED 1:00 pm 5:00 pm
26-WED						Absent
27-THU	6:53	12:00	12:38		9hrs	4hrs
28-FRI						Absent
29-SAT						Off
30-SUN						Off
31-MON						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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