

DAILY TIME RECORD

BAGUIO, TIFANNY P.

(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 8:00 am 5:00 pm |
| 4-TUE | | | | | | SUSPENDED 8:00 am 5:00 pm |
| 5-WED | | | | | | Absent |
| 6-THU | | | | | | Absent |
| 7-FRI | | | | | | Absent |
| 8-SAT | | | | | | Off |
| 9-SUN | | | | | | Off |
| 10-MON | | | | | | SUSPENDED 8:00 am 5:00 pm |
| 11-TUE | | 12:00 | 12:16 | | 8hrs | |
| 12-WED | | 12:10 | 12:11 | | 8hrs | |
| 13-THU | 7:57 | 12:06 | 12:07 | | 4hrs | 4hrs |
| 14-FRI | | | | | | Absent |
| 15-SAT | | | | | | Off |
| 16-SUN | | | | | | Off |
| 17-MON | | | | | | Absent |
| 18-TUE | 7:56 | 12:25 | 12:26 | | 4hrs | 4hrs |
| 19-WED | 7:54 | 12:13 | 12:14 | | 4hrs | 4hrs |
| 20-THU | 8:00 | 12:26 | 12:28 | 5:09 | | 8hrs |
| 21-FRI | | | | | | Absent |
| 22-SAT | | | | | | Off |
| 23-SUN | | | | | | Off |
| 24-MON | | | | | | SUSPENDED 12:01 pm 11:59 pm |
| 25-TUE | | 12:37 | 12:38 | 5:14 | 4hrs | 4hrs |
| 26-WED | 7:59 | 12:32 | 12:33 | 5:12 | | 8hrs |
| 27-THU | 7:59 | 12:25 | 12:27 | 5:05 | | 8hrs |
| 28-FRI | 7:57 | 12:34 | 12:35 | 5:01 | | 8hrs |
| 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.

TIFANNY P. BAGUIO

VERIFIED as to prescribed office hours

SANTIAGO T. PEÑA JR.

Department Head
Visayas Consortium for Agri. & Resources Program

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