

DAILY TIME RECORD

LANIBA, REIAN O.

(NAME)

For the month of

October 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	6:49	12:05	12:15	5:03		8hrs
2-THU	7:48	12:12	12:23	5:10		8hrs
3-FRI	7:47	12:01	12:03	6:13		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:29	12:21	12:35	5:13		8hrs
7-TUE						OB
8-WED						OB
9-THU						OB
10-FRI						OB
11-SAT						OB
12-SUN						Off
13-MON	6:54	12:11	12:16	5:48		10hrs 49mins
14-TUE	7:47	12:09	12:35	6:23		10hrs 10mins
15-WED						OB
16-THU	7:53	12:01	12:09	5:53		9hrs 52mins
17-FRI	7:50	12:03	12:09	5:35		9hrs 39mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE						BUILDING A CULTURE OF SAFETY: PREPAREDNESS AGAINST DISASTERS, THREATS AND RISKS
22-WED	6:44	12:49	12:56	5:11		8hrs
23-THU	7:51	12:11	12:37	5:06		8hrs
24-FRI	7:48	12:03	12:22	6:24		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:51	12:20	12:27	5:20		8hrs
28-TUE	7:52	12:29	12:44	6:26		8hrs
29-WED	6:49	12:20	12:30	5:05		8hrs
30-THU	7:03	12:05	12:50	5:10		8hrs
31-FRI						Holiday

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.

REIAN O. LANIBA

VERIFIED as to prescribed office hours

ALJAY D. VALIDA

Department Head

Department of Horticulture

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