

DAILY TIME RECORD
QUINTOS, MARI NEILA S.

(NAME)

For the month of
September 1 - 30, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:55	12:02	12:03	5:22		8hrs
2-TUE	7:57	12:00	12:01	5:29		8hrs
3-WED	6:36	12:01	12:02	5:05		8hrs
4-THU	7:59	12:10	12:12	5:02		8hrs
5-FRI	7:57	12:03	12:06	5:32		8hrs
6-SAT						Off
7-SUN						Off
8-MON	8:00	12:01	12:03	5:05		8hrs
9-TUE	7:58	12:01	12:06	5:30		8hrs
10-WED	6:51	12:01	12:02	5:15		8hrs
11-THU	7:45	12:01	12:02	5:03		8hrs
12-FRI	7:57	12:00	12:01	5:27		8hrs
13-SAT						Off
14-SUN						Off
15-MON	8:00	12:02	12:05	5:11		8hrs
16-TUE	8:00	12:00	12:01	5:00		8hrs
17-WED	8:00	12:00	12:01	5:01		8hrs
18-THU	7:59	12:05	12:06	5:00		8hrs
19-FRI	7:59	12:01	12:02	5:36		8hrs
20-SAT						Off
21-SUN						Off
22-MON						EDL
23-TUE						EDL
24-WED						EDL
25-THU						EDL
26-FRI						EDL
27-SAT						Off
28-SUN						Off
29-MON	8:02	12:01	12:08	5:04	2mins	7hrs 58mins
30-TUE	7:58	12:03	12:04	6:04		8hrs

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.

MARI NEILA S. QUINTOS

VERIFIED as to prescribed office hours

ROBELYN T. PIAMONTE

Department Head
Department of Pest Management

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