

DAILY TIME RECORD
ARMECIN, ROMEL B.
(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	7:55	12:01	12:51	5:10		8hrs
6-THU	7:45	12:10	12:55	5:10		8hrs
7-FRI	8:00	12:01	12:55	5:05		8hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE						Absent
12-WED						Absent
13-THU						Absent
14-FRI						OB
15-SAT						Off
16-SUN						Off
17-MON						OB
18-TUE						OB
19-WED						OB
20-THU						OB
21-FRI						OB
22-SAT						Off
23-SUN						Off
24-MON						OB
25-TUE						OB
26-WED						OB
27-THU	7:17	12:05	12:55	5:13		8hrs
28-FRI						OB
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.

ROMEL B. ARMECIN

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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16-SUN						Off
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