

DAILY TIME RECORD
PAÑA, KAREN O.
(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	6:54	2:01	2:03	6:02		10hrs
12-WED	8:53	1:03	1:02	5:09	2mins	6hrs 58mins
13-THU	6:44	12:28	12:32	5:03		9hrs
14-FRI	6:42	12:30	12:31	6:00		10hrs
15-SAT						Off
16-SUN						Off
17-MON	6:54	12:13				4hrs
18-TUE	6:33	2:01	2:02		3hrs	7hrs
19-WED	9:21	12:57	12:58	5:01	3mins	6hrs 57mins
20-THU	6:54		6:54	5:07	5hrs	4hrs
21-FRI	6:57	12:03	12:17	6:00		10hrs
22-SAT						Off
23-SUN						Off
24-MON	6:51	11:45				4hrs
						SUSPENDED 12:01 pm 11:59 pm
25-TUE	6:52	2:20	2:21	6:00		10hrs
26-WED	9:29	1:00	1:00	5:15		7hrs
27-THU	6:53	12:04	12:11	5:33		9hrs
28-FRI	6:44	12:39	12:40	6:04		10hrs
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.

KAREN O. PAÑA

VERIFIED as to prescribed office hours

ANGELICA P. BALDOS
Department Head
Department of Forest Science

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