

DAILY TIME RECORD  
LAGUE, MA. NELIA N.  
(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	7:45	12:20	12:29	5:12		8hrs
2-THU	7:15	12:58	1:00	5:20		8hrs
3-FRI	7:57	12:06	12:19	5:15		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:06	12:57	12:58	5:16		8hrs
7-TUE	8:00	12:23	12:24	5:13		8hrs
8-WED	6:56	12:52	12:53	5:01		8hrs
9-THU	7:12	12:58	1:00	5:10		8hrs
10-FRI	7:52	12:12	12:13	6:32		8hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:24	12:02	12:15	5:54		10hrs 17mins
14-TUE	7:58	12:14	12:15	5:02		9hrs 3mins
15-WED	7:45	12:30	12:31	5:09		9hrs 23mins
16-THU	7:43	12:02	12:03	5:11		9hrs 27mins
17-FRI	7:56	12:14	12:33	5:02		8hrs 47mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	6:50	12:17	12:18	5:45		8hrs
22-WED	6:54	12:10	12:35	5:09		8hrs
23-THU						WORKSHOP ON CONCEPTUALIZING RESEARCH PROGRAM PROPOSAL FY 2027
24-FRI	7:50	12:50	12:51	5:00		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:14	12:58	12:59	5:01		8hrs
28-TUE	7:50	12:06	12:24	5:05		8hrs
29-WED	7:49	12:04	12:05	5:02		8hrs
30-THU	6:06	12:22	12:23	5:08		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.

MA. NELIA N. LAGUE

VERIFIED as to prescribed office hours

NILO L. LEORNA

Department Head  
Department of Agricultural and BioSystems Engineering

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