

DAILY TIME RECORD
LONGATANG, KLEER JEANN G.
(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						OB
2-THU						OB
3-FRI	7:57	12:11	12:44	5:30		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:59	12:03	12:42	5:20		8hrs
7-TUE	8:02	12:05	12:07	5:05	2mins	7hrs 58mins
8-WED	7:33	12:15	12:17	5:34		8hrs
9-THU	7:57	12:13	12:50	5:06		8hrs
10-FRI	7:50	12:03	12:09	5:01		8hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:56	12:31	12:47	5:04		8hrs 52mins
14-TUE	7:57	12:08	12:45	5:15		8hrs 41mins
15-WED	7:54	12:06	12:51	5:37		8hrs 58mins
16-THU	7:50	12:05	12:11	5:03		9hrs 7mins
17-FRI	7:58	12:08	12:48	5:05		8hrs 27mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	8:01	12:23	12:33	5:03	1min	7hrs 59mins
22-WED	7:46	12:17	12:18	5:38		8hrs
23-THU	7:27	12:24	12:27	5:38		8hrs
24-FRI	7:44	12:35	12:40	5:53		8hrs
25-SAT						Off
26-SUN						Off
27-MON	8:06	12:02	12:43	5:12	6mins	7hrs 54mins
28-TUE	7:53	12:03	12:05	5:12		8hrs
29-WED	6:56	12:03	12:49	5:02		8hrs
30-THU	7:49	12:13	12:26	5:54		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.

KLEER JEANN G. LONGATANG

VERIFIED as to prescribed office hours

TEOFANES A. PATINDOL
Department Head
Institute of Tropical Ecology and Environmental Science

DAILY TIME RECORD
LONGATANG, KLEER JEANN G.
(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						OB
2-THU						OB
3-FRI	7:57	12:11	12:44	5:30		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:59	12:03	12:42	5:20		8hrs
7-TUE	8:02	12:05	12:07	5:05	2mins	7hrs 58mins
8-WED	7:33	12:15	12:17	5:34		8hrs
9-THU	7:57	12:13	12:50	5:06		8hrs
10-FRI	7:50	12:03	12:09	5:01		8hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:56	12:31	12:47	5:04		8hrs 52mins
14-TUE	7:57	12:08	12:45	5:15		8hrs 41mins
15-WED	7:54	12:06	12:51	5:37		8hrs 58mins
16-THU	7:50	12:05	12:11	5:03		9hrs 7mins
17-FRI	7:58	12:08	12:48	5:05		8hrs 27mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	8:01	12:23	12:33	5:03	1min	7hrs 59mins
22-WED	7:46	12:17	12:18	5:38		8hrs
23-THU	7:27	12:24	12:27	5:38		8hrs
24-FRI	7:44	12:35	12:40	5:53		8hrs
25-SAT						Off
26-SUN						Off
27-MON	8:06	12:02	12:43	5:12	6mins	7hrs 54mins
28-TUE	7:53	12:03	12:05	5:12		8hrs
29-WED	6:56	12:03	12:49	5:02		8hrs
30-THU	7:49	12:13	12:26	5:54		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.

KLEER JEANN G. LONGATANG

VERIFIED as to prescribed office hours

TEOFANES A. PATINDOL
Department Head
Institute of Tropical Ecology and Environmental Science