

**DAILY TIME RECORD**  
**LONGATANG, KLEER JEANN G.**  
(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	7:50	12:05	12:10	5:15		8hrs
6-THU	7:55	12:10	12:20	5:20		8hrs
7-FRI	7:58	12:10	12:48	5:30		8hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE						Absent
12-WED	7:58	12:10	12:12	5:20		8hrs
13-THU	7:34	12:21	12:23	5:30		8hrs
14-FRI	7:46	12:25	12:26	5:10		8hrs
15-SAT						Off
16-SUN						Off
17-MON	7:55	12:31	12:34	5:08		8hrs
18-TUE	8:01	12:26	12:31	5:05	1min	7hrs 59mins
19-WED	7:51	12:26	12:27	5:35		8hrs
20-THU	7:59	12:11	12:14	5:30		8hrs
21-FRI						SEL
22-SAT						Off
23-SUN						Off
24-MON						OB
25-TUE						OB
26-WED						OB
27-THU						OB
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.

**KLEER JEANN G. LONGATANG**

VERIFIED as to prescribed office hours

**TEOFANES A. PATINDOL**

Department Head  
Institute of Tropical Ecology and Environmental Science

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