

DAILY TIME RECORD
SEVILLE, MARILY V.
(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						SEL
6-THU						Absent
7-FRI						SEL
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE						Absent
12-WED	8:00	12:09	12:37	5:06		8hrs
13-THU	8:06	12:20	12:22	5:10	6mins	7hrs 54mins
14-FRI	8:00	12:10	12:27	5:17		8hrs
15-SAT						Off
16-SUN						Off
17-MON	8:04	12:11	12:39	5:13	4mins	7hrs 56mins
18-TUE	7:58	12:10	12:49	5:12		8hrs
19-WED	8:15	12:26	12:46	5:07	15mins	7hrs 45mins
20-THU	8:07	12:17	12:20	5:09	7mins	7hrs 53mins
21-FRI	8:00	12:22	12:50	5:05		8hrs
22-SAT						Off
23-SUN						Off
24-MON	8:07	12:15	8:07			3hrs 53mins
						SUSPENDED 12:01 pm 11:59 pm
25-TUE						Absent
26-WED						Absent
27-THU						Absent
28-FRI	7:58	12:05	12:45	5:06		8hrs
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.

MARILY V. SEVILLE

VERIFIED as to prescribed office hours

ED ALLAN L. ALCOBER

Department Head
Eco-Farm & Resource Management Institute

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