

DAILY TIME RECORD
LEORNA, MARISEL A.

(NAME)

For the month of
December 1 - 31, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON						OB
2-TUE						OB
3-WED						OB
4-THU	8:00	12:24	12:25	5:26		8hrs
5-FRI						SLP
6-SAT						Off
7-SUN						Off
8-MON						Holiday
9-TUE	7:12	12:52	12:56	6:36		8hrs
10-WED						Absent
11-THU	7:41				8hrs	
12-FRI						Absent
13-SAT						Off
14-SUN						Off
15-MON	7:55	12:15	12:23	6:20		8hrs
16-TUE	7:55	12:51	12:54		4hrs	4hrs
17-WED						Absent
18-THU						Absent
19-FRI						Absent
20-SAT						Off
21-SUN						Off
22-MON						Absent
23-TUE						Absent
24-WED						Holiday
25-THU						Holiday
26-FRI						Absent
27-SAT						Off
28-SUN						Off
29-MON						Absent
30-TUE						Holiday
31-WED						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.

MARISEL A. LEORNA

VERIFIED as to prescribed office hours

SANTIAGO T. PEÑA JR.

Department Head
Office of the Vice President for Research, Extension and Innovation

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