

DAILY TIME RECORD
GODOY, GENARO 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						Absent
2-THU	8:05	12:04	12:36	5:30	5mins	7hrs 55mins
3-FRI	7:44	12:14	12:14	7:00		8hrs
4-SAT						Off
5-SUN						Off
6-MON		12:15	12:44	6:03	4hrs	4hrs
7-TUE	7:38		1:02	5:55	4hrs 2mins	3hrs 58mins
8-WED	7:52	12:47	12:47	5:29		8hrs
9-THU	8:15	12:13	12:23	5:13	15mins	7hrs 45mins
10-FRI	7:54	12:23	12:51		4hrs	4hrs
11-SAT						Off
12-SUN						Off
13-MON	7:56	12:05	12:25	6:29		8hrs
14-TUE	7:35	12:22	12:28	6:22		8hrs
15-WED	7:44			5:55	8hrs	
16-THU	7:55	12:31	12:31		4hrs	4hrs
17-FRI	7:57	12:15	12:45	5:40		8hrs
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:28	12:22	12:30	6:32		8hrs
22-WED	7:03			5:07	8hrs	
23-THU	7:56	12:04	12:10	5:47		8hrs
24-FRI	7:14	12:07	12:09	5:15		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:47	12:09	12:35	6:42		8hrs
28-TUE	7:40	12:34	12:34	5:19		8hrs
29-WED	7:41	12:04	12:47	6:31		8hrs
30-THU	7:30	12:11	12:58	5:18		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.

GENARO G. GODOY

VERIFIED as to prescribed office hours

MARK GIL A. VEGA

Department Head
Instructional Materials and Development Office

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