

DAILY TIME RECORD

ASALDO, HAZELLE V.

(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						SL
2-THU	7:53	12:10	12:12	5:38		8hrs
3-FRI	7:40	12:05	12:07	5:40		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:43	12:08	12:12	5:49		8hrs
7-TUE	7:43	12:12	12:16	5:15		8hrs
8-WED	7:36	12:09	12:11	5:02		8hrs
9-THU	7:51	12:05	12:07	5:20		8hrs
10-FRI	7:08	12:07	12:20	5:53		8hrs
11-SAT						Off
12-SUN						Off
13-MON						OB
14-TUE						OB
15-WED	7:46	12:03	12:07	5:32		8hrs
16-THU	7:49	12:05	12:11	5:17		8hrs
17-FRI	7:34	12:14	12:16	5:05		8hrs
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:49	12:08	12:09	5:27		8hrs
22-WED	6:48	12:16	12:18	5:05		8hrs
23-THU	7:46	12:03	12:07	5:05		8hrs
24-FRI	7:46	12:10	12:12	5:23		8hrs
25-SAT						Off
26-SUN						OB
27-MON						OB
28-TUE						OB
29-WED						SL
30-THU	7:45	12:04	12:36	5:20		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.

HAZELLE V. ASALDO

VERIFIED as to prescribed office hours

PROSE IVY G. YEPES

President
Office of the President

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