

**DAILY TIME RECORD**  
**VILLEGAS, JAKE MARVIN C.**  
(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	7:58	12:05	12:05	5:01		8hrs
3-FRI	7:53	12:03	12:04	5:25		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:52	12:04	12:04	5:14		8hrs
7-TUE	7:57			5:11	8hrs	
8-WED	7:58	12:29	12:30	5:03		8hrs
9-THU		12:08	12:09	5:03	4hrs	4hrs
10-FRI	7:52	12:03			4hrs	4hrs
11-SAT						Off
12-SUN						Off
13-MON			12:11	5:09	4hrs	4hrs
14-TUE	7:47	12:01	12:01	5:06		8hrs
15-WED	7:54	12:05	12:05	5:00		8hrs
16-THU	7:43	12:17	12:17	5:02		8hrs
17-FRI	7:55	12:09	12:09	5:02		8hrs
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:55	12:28	12:30	5:05		8hrs
22-WED	7:59	12:04	12:04	5:09		8hrs
23-THU	7:49	12:10	12:10	5:01		8hrs
24-FRI	7:52	12:04	12:04	5:01		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:51	12:07	12:07	5:05		8hrs
28-TUE	7:53	12:03	12:04		4hrs	4hrs
29-WED		12:03	12:04	5:04	4hrs	4hrs
30-THU						Absent
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.

**JAKE MARVIN C. VILLEGAS**

VERIFIED as to prescribed office hours

**SEAN O. VILLAGONZALO**

Director  
University Information and Communications Technology Services

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