

DAILY TIME RECORD  
VILLAROYA, AL FRANJON M.  
(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	7:38	12:03	12:04	5:00		8hrs
3-FRI	7:52	12:00	3:53		4hrs	4hrs
4-SAT						Off
5-SUN						Off
6-MON	7:41	12:02	12:03	5:06		8hrs
7-TUE	7:36	12:39	12:42		4hrs	4hrs
8-WED	7:52	12:29	12:30	5:00		8hrs
9-THU	7:42	12:12	12:13	5:04		8hrs
10-FRI	7:53				8hrs	
11-SAT						Off
12-SUN						Off
13-MON	7:48	12:08	12:09	5:07		9hrs 18mins
14-TUE	7:48				8hrs	
15-WED	7:49	12:29	12:32		3hrs 20mins	4hrs 40mins
16-THU	7:57	12:02	12:04	5:00		9hrs 1min
17-FRI	8:02	12:02	12:03	5:03		9hrs
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:32	12:32	12:33	5:04		8hrs
22-WED	7:41	12:08	12:09	5:05		8hrs
23-THU	7:30	12:08	12:10	5:00		8hrs
24-FRI	7:50	12:37	12:37		4hrs	4hrs
25-SAT						Off
26-SUN						Off
27-MON	7:44	12:05	12:06	5:00		8hrs
28-TUE	7:30	12:16	12:20	5:03		8hrs
29-WED	7:56	12:31	12:32	5:11		8hrs
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.

AL FRANJON M. VILLAROYA

VERIFIED as to prescribed office hours

MARY ANN G. COBICO  
Department Head  
Department of Philosophy and Social Sciences

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