

DAILY TIME RECORD  
PANONCE, JUNITO A.  
(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				5:14	8hrs	
2-THU	8:10	12:27	12:49	5:26	10mins	7hrs 50mins
3-FRI	7:35	12:04	12:39	5:14		8hrs
4-SAT						Off
5-SUN						Off
6-MON	8:34	12:10	12:36	5:19	34mins	7hrs 26mins
7-TUE	6:53	12:08	12:31	5:20		8hrs
8-WED	7:54	12:43	12:59	5:20		8hrs
9-THU	8:09	12:12		5:23	4hrs 9mins	3hrs 51mins
10-FRI	6:49				8hrs	
11-SAT						Off
12-SUN						Off
13-MON	7:58	12:25	12:52	5:13		8hrs
14-TUE	7:58	12:26	12:35	5:08		8hrs
15-WED	7:48	12:10	12:46	5:18		8hrs
16-THU	7:51	12:18	12:46	5:06		8hrs
17-FRI	8:02	12:13	12:47	5:09	2mins	7hrs 58mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE						BUILDING A CULTURE OF SAFETY: PREPAREDNESS AGAINST DISASTERS, THREATS AND RISKS
22-WED	6:50	12:05	12:52	5:06		8hrs
23-THU		12:32	12:55	5:18	4hrs	4hrs
24-FRI	6:50			5:08	8hrs	
25-SAT						Off
26-SUN						Off
27-MON						Absent
28-TUE						Absent
29-WED						Absent
30-THU	9:44	12:16	12:40		5hrs 44mins	2hrs 16mins
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.

JUNITO A. PANONCE

VERIFIED as to prescribed office hours

CHRISTINA A. GABRILLO  
Department Head  
Student Affairs and Services

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