

DAILY TIME RECORD  
PANONCE, JUNITO A.  
(NAME)

For the month of  
September 1 - 30, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:56	12:12	12:40	5:47		8hrs
2-TUE	7:53	12:19	12:38	5:15		8hrs
3-WED	6:55	12:08	12:46	5:20		8hrs
4-THU	7:58	12:07	12:41	5:28		8hrs
5-FRI	7:06	12:09	12:40	5:16		8hrs
6-SAT						Off
7-SUN						Off
8-MON	7:54	12:10	12:35	5:15		8hrs
9-TUE	7:53	12:07	12:34	5:19		8hrs
10-WED						OB
11-THU	7:35	12:12	12:36	5:17		8hrs
12-FRI	7:54	12:11	12:42	5:26		8hrs
13-SAT						Off
14-SUN						Off
15-MON	7:06	12:26	12:43	5:30		8hrs
16-TUE	7:29	12:16	12:55	5:04		8hrs
17-WED	7:27			5:20	8hrs	
18-THU	7:56	12:12	12:13	5:12		8hrs
19-FRI	7:52	12:18	12:39		4hrs	4hrs
20-SAT						Off
21-SUN						Off
22-MON	8:10	12:29	12:52			3hrs 50mins SUSPENDED 12:01 pm 11:59 pm
23-TUE	6:49	12:09	12:50	5:22		8hrs
24-WED	7:42	12:04	12:37	5:20		8hrs
25-THU	7:39	12:00	12:30			4hrs SUSPENDED 12:01 pm 11:59 pm
26-FRI						SUSPENDED 12:01 am 11:59 pm
27-SAT						Off
28-SUN						Off
29-MON	7:16	12:18	3:08	5:23	2hrs 8mins	5hrs 52mins
30-TUE	6:44	12:11	12:50	5:21		8hrs

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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