

DAILY TIME RECORD

DAVID, NOESSA 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	7:59	12:05	12:11	5:55		8hrs
2-THU	8:00	12:03	12:08	5:15		8hrs
3-FRI	8:00	12:08	12:10	5:25		8hrs
4-SAT						Off
5-SUN						Off
6-MON	8:00	12:02	12:05	5:35		8hrs
7-TUE	7:58	12:02	12:07	6:12		8hrs
8-WED	8:03	12:05	12:44	6:00	3mins	7hrs 57mins
9-THU	7:55	12:00	12:02	5:42		8hrs
10-FRI	8:05	12:01	12:05	5:38	5mins	7hrs 55mins
11-SAT						Off
12-SUN						Off
13-MON	7:56	12:03	12:18	5:42		8hrs
14-TUE	7:47	12:04	12:05	5:19		8hrs
15-WED	7:55	12:01	12:08	5:28		8hrs
16-THU	7:30	12:09	12:11	5:19		8hrs
17-FRI	7:55	12:02	1:06	5:35	6mins	7hrs 54mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:55	12:01	12:53	5:45		8hrs
22-WED	7:58	12:22	12:41	5:39		8hrs
23-THU	8:10	12:00	12:01	5:23	10mins	7hrs 50mins
24-FRI	7:59	12:03	12:05	5:12		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:55	12:01	12:07	5:33		8hrs
28-TUE	7:58	12:01	12:04	5:41		8hrs
29-WED	7:52	12:04	12:13	5:16		8hrs
30-THU	7:55	12:01	12:06	5:15		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.

NOESSA C. DAVID

VERIFIED as to prescribed office hours

SYRENE P. NAYRE

Department Head
Department of Hospitality Management

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