

DAILY TIME RECORD  
GODOY, ARRAH MAE 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						SL
2-THU	6:56	12:11	12:36	5:58		8hrs
3-FRI	7:12	12:08	12:14	5:04		8hrs
4-SAT						Off
5-SUN						Off
6-MON						SL
7-TUE						SL
8-WED	7:52	12:05	12:13	5:12		8hrs
9-THU	7:08	12:07	12:16	5:07		8hrs
10-FRI	7:18	12:10	12:23	6:47		8hrs
11-SAT						Off
12-SUN						Off
13-MON	8:04	12:10	12:29	5:15	4mins	7hrs 56mins
14-TUE	8:01	12:12	12:26	5:14	1min	7hrs 59mins
15-WED	8:03	12:06	12:22	5:15	3mins	7hrs 57mins
16-THU	8:03	12:09	12:20	5:08	3mins	7hrs 57mins
17-FRI	7:48	12:21	12:38	5:12		8hrs
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	6:53	12:11	12:39	5:19		8hrs
22-WED	6:59	12:24	12:43	5:06		8hrs
23-THU	7:10	12:09	12:48	5:09		8hrs
24-FRI	7:10	12:03			4hrs	4hrs
25-SAT						Off
26-SUN						Off
27-MON	6:57	12:09	12:41	5:12		8hrs
28-TUE	7:23	12:11	12:19	5:04		8hrs
29-WED	7:18	12:06	12:45	5:29		8hrs
30-THU	8:05	12:18	12:47	5:39	5mins	7hrs 55mins
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.

ARRAH MAE C. GODOY

VERIFIED as to prescribed office hours

GINAS AUREA A. VILLAGONZALO

Department Head  
VSU Guesthouse

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