

DAILY TIME RECORD  
YCONG, HELMAR G.

(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						OB
2-THU						OB
3-FRI	6:15	12:01	12:30	5:07		8hrs
4-SAT						Off
5-SUN						Off
6-MON						SL
7-TUE	6:30	12:52	12:54	4:04		8hrs
8-WED	7:49	12:28	12:31	4:01		7hrs
9-THU	7:19	12:25	12:27	5:50		8hrs 30mins
10-FRI	6:24	12:14	12:52	4:01		8hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:25	12:22	12:28	5:33		10hrs 2mins
14-TUE	6:11	12:24	12:30	4:03		9hrs 46mins
15-WED	7:17	12:01	12:05	4:15		8hrs 54mins
16-THU	7:32	12:01	12:05	5:47		10hrs 11mins
17-FRI	6:33	12:28	12:32	4:02		9hrs 25mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	6:25	12:10	12:12	4:03		8hrs
22-WED	7:37	12:05	12:06	4:03		7hrs
23-THU	7:18	12:18	12:23	5:40		8hrs 30mins
24-FRI	6:01	12:44	12:45	4:03		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:38	12:06	12:25	5:45		8hrs 30mins
28-TUE	6:15	12:03	12:08	4:06		8hrs
29-WED	7:27	12:01	12:36	4:12		7hrs
30-THU	7:25	12:37	12:45	5:31		8hrs 30mins
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.

HELMAR G. YCONG

VERIFIED as to prescribed office hours

ROSARIO P. ABELA

Department Head  
Department of Secondary Education

DAILY TIME RECORD  
YCONG, HELMAR G.

(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						OB
2-THU						OB
3-FRI	6:15	12:01	12:30	5:07		8hrs
4-SAT						Off
5-SUN						Off
6-MON						SL
7-TUE	6:30	12:52	12:54	4:04		8hrs
8-WED	7:49	12:28	12:31	4:01		7hrs
9-THU	7:19	12:25	12:27	5:50		8hrs 30mins
10-FRI	6:24	12:14	12:52	4:01		8hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:25	12:22	12:28	5:33		10hrs 2mins
14-TUE	6:11	12:24	12:30	4:03		9hrs 46mins
15-WED	7:17	12:01	12:05	4:15		8hrs 54mins
16-THU	7:32	12:01	12:05	5:47		10hrs 11mins
17-FRI	6:33	12:28	12:32	4:02		9hrs 25mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	6:25	12:10	12:12	4:03		8hrs
22-WED	7:37	12:05	12:06	4:03		7hrs
23-THU	7:18	12:18	12:23	5:40		8hrs 30mins
24-FRI	6:01	12:44	12:45	4:03		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:38	12:06	12:25	5:45		8hrs 30mins
28-TUE	6:15	12:03	12:08	4:06		8hrs
29-WED	7:27	12:01	12:36	4:12		7hrs
30-THU	7:25	12:37	12:45	5:31		8hrs 30mins
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.

HELMAR G. YCONG

VERIFIED as to prescribed office hours

ROSARIO P. ABELA

Department Head  
Department of Secondary Education