Civil Service Form 48

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		TT /T I	m . 1
	IN	OUT	IN	OUT	T/U	Total
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
						8hrs
10-FRI	6:24	12:14	12:52	4:01		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

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 SUSPENDED		AM		PM		TT /T /	m . 1
2-THU	Day	IN	OUT	IN	OUT	T/U	Total
3-FRI 6:15 12:01 12:30 5:07 8hrs 4-SAT Off Off 5-SUN SL Off 6-MON SL 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 11-SAT Off Off 0ff 12-SUN Off Off 0ff 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 5:47 10hrs 11mins 15-THU 7:32 12:01 12:05 5:47 10hrs 11mins 17-FRI 6:33 12:28 12:32 4:02 9hrs 25mins	1-WED						OB
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	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