

DAILY TIME RECORD
VALENZONA, DIVINA L.
(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	9:00	12:05	12:50	5:00		7hrs
2-THU	8:36	12:09	12:10	5:01	6mins	7hrs 24mins
3-FRI	7:52	12:45	12:46	6:08		9hrs
4-SAT						Off
5-SUN						Off
6-MON	8:22	12:24	12:25	5:02		7hrs 30mins
7-TUE	7:58	12:34	12:35	6:04		9hrs
8-WED	8:54	12:49	12:51	5:00		7hrs
9-THU	8:31	12:52	12:53	5:01	1min	7hrs 29mins
10-FRI	7:59	12:01	12:02			4hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	8:02	12:50	12:51	5:08		9hrs 5mins
14-TUE	8:05	12:49	12:50	5:20		9hrs 14mins
15-WED	8:00	12:17	12:18	5:04		9hrs 3mins
16-THU	8:03	1:00	1:00	5:05		9hrs 2mins
17-FRI	8:00	12:24	12:26	5:10		9hrs 8mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	8:02	12:46	12:47	6:23	2mins	8hrs 58mins
22-WED	8:48	12:12	12:25	5:35		7hrs
23-THU	8:30	12:08	12:09	5:48		7hrs 30mins
24-FRI	7:59	12:05	12:08	6:19		9hrs
25-SAT						Off
26-SUN						Off
27-MON	8:32	12:52	12:54	5:03	2mins	7hrs 28mins
28-TUE	7:53	1:00	1:00	8:34		9hrs
29-WED	8:51	12:50	12:52	5:00		7hrs
30-THU	8:21	12:20	12:22	5:00		7hrs 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.

DIVINA L. VALENZONA

VERIFIED as to prescribed office hours

EUSEBIO R. LINA JR.
Department Head
Department of Mathematics

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