

DAILY TIME RECORD  
DIDAL, POCA JOE A.

(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  | 8:00 | 12:03 | 12:05 | 5:02 |     | 8hrs                                   |
| 2-THU  | 7:59 | 12:33 | 12:35 | 5:13 |     | 8hrs                                   |
| 3-FRI  | 7:57 | 12:30 | 12:32 | 5:03 |     | 8hrs                                   |
| 4-SAT  |      |       |       |      |     | Off                                    |
| 5-SUN  |      |       |       |      |     | Off                                    |
| 6-MON  | 7:57 | 12:13 | 12:29 | 6:05 |     | 8hrs                                   |
| 7-TUE  | 7:56 | 12:05 | 12:48 | 5:02 |     | 8hrs                                   |
| 8-WED  | 7:58 | 12:04 | 12:46 | 5:18 |     | 8hrs                                   |
| 9-THU  | 7:57 | 12:02 | 12:37 | 5:53 |     | 8hrs                                   |
| 10-FRI | 7:55 | 12:02 | 12:44 | 5:00 |     | 8hrs<br>SUSPENDED<br>12:00 pm 11:59 pm |
| 11-SAT |      |       |       |      |     | Off                                    |
| 12-SUN |      |       |       |      |     | Off                                    |
| 13-MON | 7:58 | 12:13 | 12:15 | 5:41 |     | 8hrs                                   |
| 14-TUE | 7:58 | 12:05 | 12:07 | 6:26 |     | 8hrs                                   |
| 15-WED | 7:57 | 12:05 | 12:08 | 5:40 |     | 8hrs                                   |
| 16-THU | 7:56 | 12:02 | 12:04 | 5:41 |     | 8hrs                                   |
| 17-FRI | 7:58 | 12:31 | 12:33 | 5:04 |     | 8hrs                                   |
| 18-SAT |      |       |       |      |     | Off                                    |
| 19-SUN |      |       |       |      |     | Off                                    |
| 20-MON |      |       |       |      |     | Holiday                                |
| 21-TUE | 7:58 | 12:07 | 12:20 | 5:06 |     | 8hrs                                   |
| 22-WED | 7:50 | 12:09 | 12:35 | 5:01 |     | 8hrs                                   |
| 23-THU | 7:51 | 12:01 | 12:44 | 5:02 |     | 8hrs                                   |
| 24-FRI | 7:58 | 12:12 | 12:14 | 6:00 |     | 8hrs                                   |
| 25-SAT |      |       |       |      |     | Off                                    |
| 26-SUN |      |       |       |      |     | Off                                    |
| 27-MON | 6:31 | 12:05 | 12:17 | 5:04 |     | 8hrs                                   |
| 28-TUE | 7:59 | 12:14 | 12:16 | 5:45 |     | 8hrs                                   |
| 29-WED | 7:59 | 12:01 | 12:03 | 5:02 |     | 8hrs                                   |
| 30-THU | 7:55 | 12:01 | 12:07 | 5:05 |     | 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.

POCA JOE A. DIDAL

VERIFIED as to prescribed office hours

KAREN ABEGAIL S. MONTERON

Department Head  
Legal Affairs and Services

DAILY TIME RECORD  
DIDAL, POCA JOE A.

(NAME)

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