

DAILY TIME RECORD
VILLAGONZALO, SEAN O.

(NAME)

For the month of
September 1 - 30, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:50	12:07	12:08	5:43		8hrs
2-TUE	7:47	12:04	12:53	6:05		8hrs
3-WED						OB
4-THU	7:50	12:05	12:10	5:31		8hrs
5-FRI	7:47	12:10	12:28	5:15		8hrs
6-SAT						Off
7-SUN						Off
8-MON	7:51	12:01	12:30	5:35		8hrs
9-TUE	7:44	12:06	1:00	5:28		8hrs
10-WED	8:00	12:10	12:19	5:55		8hrs
11-THU	7:51	12:06	12:39	5:12		8hrs
12-FRI						SL
13-SAT						Off
14-SUN						Off
15-MON	7:35	12:01	1:01	5:21	1min	7hrs 59mins
16-TUE	7:48	12:07	12:55	5:14		8hrs
17-WED	7:30	12:08	12:46	6:04		8hrs
18-THU						OB
19-FRI						OB
20-SAT						OB
21-SUN						Off
22-MON	7:54	12:07	1:01			4hrs SUSPENDED 12:01 pm 11:59 pm
23-TUE	7:40	12:06	12:55	5:50		8hrs
24-WED						OB
25-THU						OB
26-FRI						SUSPENDED 12:01 am 11:59 pm
27-SAT						Off
28-SUN						Off
29-MON	7:54	12:06	12:58	6:21		8hrs
30-TUE	7:43	12:16	12:50	5:27		8hrs

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.

SEAN O. VILLAGONZALO

VERIFIED as to prescribed office hours

PROSE IVY G. YEPES

President
Office of the President

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