

DAILY TIME RECORD  
VALENZONA, JENELYN V.  
(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						SL
2-THU	7:55	1:02	1:05	6:26		9hrs
3-FRI	7:52	12:05	12:30	4:00		7hrs
4-SAT						Off
5-SUN						Off
6-MON	7:49	1:11	1:28	6:13		9hrs
7-TUE	7:43	12:41	12:42	5:19		7hrs
8-WED	7:55	12:05	12:11	5:19		8hrs
9-THU	8:00	1:18	1:30	6:14		9hrs
10-FRI	8:00	12:06	12:07	5:32		7hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:58	12:00	12:04	5:21		9hrs 19mins
14-TUE	7:58	12:12	12:44	5:01		8hrs 31mins
15-WED	7:57	12:06	12:08	5:08		9hrs 9mins
16-THU	7:42	12:01	12:04	5:02		9hrs 17mins
17-FRI	8:02	12:03	12:06	4:10		8hrs 5mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:56	12:21	12:40	4:00		7hrs
22-WED	7:47	12:02	12:08	5:46		8hrs
23-THU	7:11	1:03	1:10	6:01		9hrs
24-FRI	7:55	12:05	12:06	4:26		7hrs
25-SAT						Off
26-SUN						Off
27-MON	7:32	1:20	1:23	6:02		9hrs
28-TUE	7:49	12:45	12:50	5:00		7hrs
29-WED	7:52	12:09	12:12	5:00		8hrs
30-THU	7:58	1:00	2:00	6:24		9hrs
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.

JENELYN V. VALENZONA

VERIFIED as to prescribed office hours

EUSEBIO R. LINA JR.  
Department Head  
Department of Mathematics

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