

DAILY TIME RECORD  
VILLOCINO, ALELI 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	7:53	12:31	12:37	6:19		8hrs
2-THU	8:04	12:17	12:18	5:00	4mins	7hrs 56mins
3-FRI	8:04	12:18	12:22	5:00	4mins	7hrs 56mins
4-SAT						Off
5-SUN						Off
6-MON	8:05	12:33	12:45	5:15	5mins	7hrs 55mins
7-TUE	7:54	12:33	12:34	5:09		8hrs
8-WED	7:52	12:05	12:16	5:06		8hrs
9-THU	8:00	12:00				4hrs (CDO half day)
10-FRI						CDO
11-SAT						Off
12-SUN						Off
13-MON						Absent
14-TUE	7:53	12:19	12:45	5:00		8hrs
15-WED	8:00	12:11	12:12	5:00		8hrs
16-THU	8:01	12:18	12:20	5:00	1min	7hrs 59mins
17-FRI	7:53	12:21	12:37	5:16		8hrs
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:58	12:25	12:30	5:00		8hrs
22-WED	7:49	12:12	12:25	5:55		8hrs
23-THU	7:58	12:00	12:41	5:28		8hrs
24-FRI	7:58	12:49	1:00	6:09		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:18	12:19	12:54	6:04		8hrs
28-TUE	8:07	12:13	12:34	5:16	7mins	7hrs 53mins
29-WED	7:58	12:29	12:45	6:01		8hrs
30-THU						CDO
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.

ALELI A. VILLOCINO

VERIFIED as to prescribed office hours

PROSE IVY G. YEPES

President  
Office of the President

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