

DAILY TIME RECORD

JAVIER, BENITO D.

(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	5:09	12:07	12:13	5:02		8hrs
2-THU	5:10	12:07	12:11	5:03		8hrs
3-FRI	5:11	12:10	12:14	5:03		8hrs
4-SAT						Off
5-SUN						Off
6-MON	5:21	12:04	12:34	5:07		8hrs
7-TUE	3:17	12:13	12:31	5:02		8hrs
8-WED	3:30	12:05	12:09	5:05		8hrs
9-THU	3:30	12:06	12:22	5:07		8hrs
10-FRI	3:52	12:08	12:21	5:04		8hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT	4:44	12:12	12:25	5:08		12hrs 11mins
12-SUN	3:39	12:08	12:36	5:00		12hrs 53mins
13-MON	3:55	12:13	12:26	5:14		8hrs
14-TUE	4:24	12:16	12:35	5:06		8hrs
15-WED	5:17	12:07	12:29	5:13		8hrs
16-THU	4:54	12:07	12:18	5:04		8hrs
17-FRI	4:24	12:24	12:27	5:11		8hrs
18-SAT	7:51	12:07		3:29		4hrs 16mins
19-SUN	8:24	12:15	12:26			3hrs 51mins
20-MON	7:43					
21-TUE	5:26	12:20			4hrs	4hrs
22-WED						SLP
23-THU						SLP
24-FRI	3:57	12:00	12:08	7:29		8hrs
25-SAT	3:23	12:01				8hrs 38mins
26-SUN	4:46	12:20	12:32	5:04		12hrs 6mins
27-MON	5:35	12:13	12:19	5:04		8hrs
28-TUE	5:04	12:16	12:28	5:13		8hrs
29-WED	4:25	12:06	12:16	6:03		8hrs
30-THU	4:31	12:15	12:41	5:04		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.

BENITO D. JAVIER

VERIFIED as to prescribed office hours

GINAS AUREA A. VILLAGONZALO

Department Head
VSU Guesthouse

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