

DAILY TIME RECORD

TANAID, RIZAL R.

(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	12:09	12:12	5:01		8hrs
2-THU	8:04	12:04	12:07	6:14	4mins	7hrs 56mins
3-FRI	8:04	12:07	12:13	5:39	4mins	7hrs 56mins
4-SAT						Off
5-SUN						Off
6-MON	6:10	12:07	12:18	6:06		8hrs
7-TUE	8:03	12:02	12:04	5:02	3mins	7hrs 57mins
8-WED	8:05	12:14	12:24	5:03	5mins	7hrs 55mins
9-THU	8:05	12:15	12:18	5:01	5mins	7hrs 55mins
10-FRI	8:00	12:11	1:00	6:35		8hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	8:04	12:14	12:21	5:07	4mins	7hrs 56mins
14-TUE	7:58	12:07	12:16	5:22		8hrs
15-WED	7:57	12:09	12:12	5:07		8hrs
16-THU	7:56	12:10	12:13	5:05		8hrs
17-FRI	7:58	12:09	12:11	6:30		8hrs
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:57	12:07	12:09	5:45		8hrs
22-WED	8:07	12:04	12:15	6:16	7mins	7hrs 53mins
23-THU	8:01	12:14	12:16	6:17	1min	7hrs 59mins
24-FRI	8:00	12:07	12:09	5:55		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:58	12:01	12:16	6:58		8hrs
28-TUE	8:05	12:04	12:16	5:29	5mins	7hrs 55mins
29-WED	6:13	12:22	12:25	5:01		8hrs
30-THU	8:00	12:09	12:11	5:00		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.

RIZAL R. TANAID

VERIFIED as to prescribed office hours

GINAS AUREA A. VILLAGONZALO

Department Head
VSU Guesthouse

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