

DAILY TIME RECORD  
VILLAS, NORBERT JOHN O.

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON						SUSPENDED 8:00 am 5:00 pm
4-TUE						SUSPENDED 8:00 am 5:00 pm
5-WED	8:00	12:00	1:00	5:00		8hrs
6-THU	8:00	12:00	1:00	5:00		8hrs
7-FRI	8:00	12:00	1:00	5:04		8hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	8:01	12:05	12:07	5:27	1min	7hrs 59mins
12-WED	8:00	12:06	12:07	5:14		8hrs
13-THU	7:59	12:04	12:06	5:13		8hrs
14-FRI	7:59	12:02	12:03	5:06		8hrs
15-SAT						Off
16-SUN						Off
17-MON						SEL
18-TUE	7:55	12:03	12:04	5:08		8hrs
19-WED	7:58	12:03	12:05	5:16		8hrs
20-THU	7:59	12:04	12:06	5:06		8hrs
21-FRI						Absent
22-SAT						Off
23-SUN						Off
24-MON						Absent
25-TUE						Absent
26-WED						Absent
27-THU						Absent
28-FRI						SEL
29-SAT						Off
30-SUN						Off

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.

NORBERT JOHN O. VILLAS

VERIFIED as to prescribed office hours

RAYMUND M. IGCASAMA

Department Head  
University Registrar

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