

DAILY TIME RECORD
VILLAROYA, AL FRANJON M.
(NAME)

For the month of
January 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						Holiday
2-THU	7:57	12:10	12:11	5:05		8hrs
3-FRI	8:09	12:06	12:09	5:07	9mins	7hrs 51mins
4-SAT						Off
5-SUN						Off
6-MON	7:36	12:11	12:14	5:08		8hrs
7-TUE	7:28	12:12	12:16	5:09		8hrs
8-WED	7:57	12:16	12:18	5:03		8hrs
9-THU						VL
10-FRI						VL
11-SAT						Off
12-SUN						Off
13-MON						VL
14-TUE						VL
15-WED						VL
16-THU	7:51	12:54	12:56	5:04		8hrs
17-FRI	7:47	12:03	12:04	5:01		8hrs
18-SAT						Off
19-SUN						Off
20-MON						SLP
21-TUE						SLP
22-WED						SL
23-THU	7:45	12:04	12:08	5:03		8hrs
24-FRI	7:41	12:04	12:09	5:00		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:47	12:03	12:31	5:05		8hrs
28-TUE	7:57	12:02	12:04	5:03		8hrs
29-WED						Holiday
30-THU	7:57	12:05	12:07	5:03		8hrs
31-FRI	7:52	12:34	12:46	5:02		8hrs

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.

AL FRANJON M. VILLAROYA

VERIFIED as to prescribed office hours

MARY ANN G. COBICO
Department Head
Department of Philosophy and Social Sciences

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