

DAILY TIME RECORD
GUINOCOR, RYSAN C.
(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	7:34	12:04	1:00	5:00		8hrs
2-THU	7:17	12:04	12:12	5:12		8hrs
3-FRI	7:33	12:09	12:14	5:02		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:26	12:02	12:08	5:04		8hrs
7-TUE	7:36	12:02	12:06	5:03		8hrs
8-WED						SL
9-THU	7:31	12:00	12:09	5:03		8hrs
10-FRI	7:28	12:05	7:28			4hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:25	12:01	12:07	6:17		8hrs
14-TUE	7:38	12:02			4hrs	4hrs
15-WED						OB
16-THU						OB
17-FRI						OB
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:30	12:00	1:00	5:01		8hrs
22-WED						CDO
23-THU	7:22	12:01	12:07	5:13		8hrs
24-FRI	7:22	12:00	1:00	5:07		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:48	12:02			4hrs	4hrs
28-TUE	7:33	12:03	12:10	5:09		8hrs
29-WED						OB
30-THU	7:44	12:03			4hrs	4hrs
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.

RYSAN C. GUINOCOR

VERIFIED as to prescribed office hours

MOISES NEIL V. SERIÑO
Department Head
Office of the Vice President for Administration & Finance

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