

DAILY TIME RECORD  
GODOY, GENARO G.  
(NAME)

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

| Day    | AM   |       | PM    |      | T/U   | Total                                         |
|--------|------|-------|-------|------|-------|-----------------------------------------------|
|        | IN   | OUT   | IN    | OUT  |       |                                               |
| 1-MON  | 7:58 | 12:19 | 12:20 | 6:29 |       | 8hrs                                          |
| 2-TUE  | 7:02 | 12:13 | 12:14 | 5:29 |       | 8hrs                                          |
| 3-WED  |      |       |       |      |       | Absent                                        |
| 4-THU  | 7:49 | 12:10 | 12:36 | 5:32 |       | 8hrs                                          |
| 5-FRI  | 7:48 | 12:06 | 12:31 | 5:53 |       | 8hrs                                          |
| 6-SAT  |      |       |       |      |       | Off                                           |
| 7-SUN  |      |       |       |      |       | Off                                           |
| 8-MON  | 7:56 | 12:13 | 12:57 |      | 4hrs  | 4hrs                                          |
| 9-TUE  | 7:05 | 12:01 | 12:36 | 6:30 |       | 8hrs                                          |
| 10-WED | 8:02 | 12:35 | 12:42 | 5:43 | 2mins | 7hrs 58mins                                   |
| 11-THU | 7:56 | 12:00 | 12:22 | 5:42 |       | 8hrs                                          |
| 12-FRI | 7:12 | 12:06 | 12:06 | 6:34 |       | 8hrs                                          |
| 13-SAT |      |       |       |      |       | Off                                           |
| 14-SUN |      |       |       |      |       | Off                                           |
| 15-MON | 7:42 | 12:54 | 12:57 | 6:24 |       | 8hrs                                          |
| 16-TUE | 7:05 | 12:03 | 12:03 | 5:22 |       | 8hrs                                          |
| 17-WED | 8:02 | 12:06 | 12:37 | 5:32 | 2mins | 7hrs 58mins                                   |
| 18-THU | 7:57 | 12:00 | 12:22 | 8:40 |       | 8hrs                                          |
| 19-FRI | 7:14 | 12:41 | 12:41 | 6:07 |       | 8hrs                                          |
| 20-SAT |      |       |       |      |       | Off                                           |
| 21-SUN |      |       |       |      |       | Off                                           |
| 22-MON | 8:01 | 12:53 |       |      |       | 3hrs 59mins<br>SUSPENDED<br>12:01 pm 11:59 pm |
| 23-TUE | 7:07 | 12:02 | 12:14 | 5:28 |       | 8hrs                                          |
| 24-WED |      | 12:39 | 12:42 | 5:48 | 4hrs  | 4hrs                                          |
| 25-THU |      |       |       |      |       | SUSPENDED<br>12:01 pm 11:59 pm                |
| 26-FRI |      |       |       |      |       | SUSPENDED<br>12:01 am 11:59 pm                |
| 27-SAT |      |       |       |      |       | Off                                           |
| 28-SUN |      |       |       |      |       | Off                                           |
| 29-MON | 7:58 | 12:00 | 1:05  |      | 4hrs  | 4hrs                                          |
| 30-TUE | 7:40 | 12:18 | 12:20 | 5:15 |       | 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.

GENARO G. GODOY

VERIFIED as to prescribed office hours

MARK GIL A. VEGA

Department Head  
Instructional Materials and Development Office

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(NAME)

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