

DAILY TIME RECORD
GODOY, GENARO G.
(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 | | | | | | Absent |
| 2-THU | 8:05 | 12:04 | 12:36 | 5:30 | 5mins | 7hrs 55mins |
| 3-FRI | 7:44 | 12:14 | 12:14 | 7:00 | | 8hrs |
| 4-SAT | | | | | | Off |
| 5-SUN | | | | | | Off |
| 6-MON | | 12:15 | 12:44 | 6:03 | 4hrs | 4hrs |
| 7-TUE | 7:38 | | 1:02 | 5:55 | 4hrs 2mins | 3hrs 58mins |
| 8-WED | 7:52 | 12:47 | 12:47 | 5:29 | | 8hrs |
| 9-THU | 8:15 | 12:13 | 12:23 | 5:13 | 15mins | 7hrs 45mins |
| 10-FRI | 7:54 | 12:23 | 12:51 | | | 4hrs SUSPENDED 12:00 pm 11:59 pm |
| 11-SAT | | | | | | Off |
| 12-SUN | | | | | | Off |
| 13-MON | 7:56 | 12:05 | 12:25 | 6:29 | | 8hrs |
| 14-TUE | 7:35 | 12:22 | 12:28 | 6:22 | | 8hrs |
| 15-WED | 7:44 | | | 5:55 | 8hrs | |
| 16-THU | 7:55 | 12:31 | 12:31 | | 4hrs | 4hrs |
| 17-FRI | 7:57 | 12:15 | 12:45 | 5:40 | | 8hrs |
| 18-SAT | | | | | | Off |
| 19-SUN | | | | | | Off |
| 20-MON | | | | | | Holiday |
| 21-TUE | 7:28 | 12:22 | 12:30 | 6:32 | | 8hrs |
| 22-WED | 7:03 | | | 5:07 | 8hrs | |
| 23-THU | 7:56 | 12:04 | 12:10 | 5:47 | | 8hrs |
| 24-FRI | 7:14 | 12:07 | 12:09 | 5:15 | | 8hrs |
| 25-SAT | | | | | | Off |
| 26-SUN | | | | | | Off |
| 27-MON | 7:47 | 12:09 | 12:35 | 6:42 | | 8hrs |
| 28-TUE | 7:40 | 12:34 | 12:34 | 5:19 | | 8hrs |
| 29-WED | 7:41 | 12:04 | 12:47 | 6:31 | | 8hrs |
| 30-THU | 7:30 | 12:11 | 12:58 | 5:18 | | 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.

GENARO G. GODOY

VERIFIED as to prescribed office hours

MARK GIL A. VEGA

Department Head
Instructional Materials and Development Office

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