

DAILY TIME RECORD

ATOK, JO JANE D.
(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 | | | | | | Absent |
| 6-THU | | | | | | Absent |
| 7-FRI | | | | | | Absent |
| 8-SAT | | | | | | Off |
| 9-SUN | | | | | | Off |
| 10-MON | | | | | | SUSPENDED 8:00 am 5:00 pm |
| 11-TUE | | | | | | Absent |
| 12-WED | | | | | | Absent |
| 13-THU | | | | | | Absent |
| 14-FRI | | | | | | SL |
| 15-SAT | | | | | | Off |
| 16-SUN | | | | | | Off |
| 17-MON | 8:03 | | | 5:00 | 8hrs | |
| 18-TUE | 7:58 | 12:04 | 12:48 | | 4hrs | 4hrs |
| 19-WED | | | | 5:01 | 8hrs | |
| 20-THU | 8:00 | 12:03 | 12:19 | | 4hrs | 4hrs |
| 21-FRI | | 12:16 | 12:17 | 5:00 | 4hrs | 4hrs |
| 22-SAT | | | | | | Off |
| 23-SUN | | | | | | Off |
| 24-MON | | | | | | Absent |
| 25-TUE | 7:46 | 12:04 | 12:14 | | 4hrs | 4hrs |
| 26-WED | | | | | | Absent |
| 27-THU | | | | | | Absent |
| 28-FRI | | | | | | Absent |
| 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.

JO JANE D. ATOK

VERIFIED as to prescribed office hours

CHINELO M. CARDANO

Department Head
Advanced Research and Innovation Center

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