

DAILY TIME RECORD
LIONG, LIONEL H.
(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	8:22	12:01	12:01	5:09	22mins	7hrs 38mins
2-THU	6:49	12:06	12:07	5:13		8hrs
3-FRI	7:49	12:32	12:33	5:09		8hrs
4-SAT						Off
5-SUN						Off
6-MON						SL
7-TUE	7:17	12:20	12:23	5:41		8hrs
8-WED	7:23	12:13	12:14	6:02		8hrs
9-THU	7:46	12:01	12:02	5:00		8hrs
10-FRI	7:14	12:18	7:15			4hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	8:27	12:16	12:17	5:07	27mins	7hrs 33mins
14-TUE	8:17	12:00	12:01	5:11	17mins	7hrs 43mins
15-WED	8:02	12:16	5:00	5:09	4hrs 2mins	3hrs 58mins
16-THU	8:00	12:05	12:07	5:07		8hrs
17-FRI						VL
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE						BUILDING A CULTURE OF SAFETY: PREPAREDNESS AGAINST DISASTERS, THREATS AND RISKS
22-WED	7:16	12:03	12:04	5:00		8hrs
23-THU	7:12	12:05	12:06	5:10		8hrs
24-FRI	7:59	12:11	12:12	5:00		8hrs
25-SAT	11:44	12:08	12:09	5:00		5hrs 15mins
26-SUN						Off
27-MON	7:51	12:03	12:14	5:00		8hrs
28-TUE	8:17	12:56	12:57	5:13	17mins	7hrs 43mins
29-WED	8:00	12:00	12:01	5:00		8hrs
30-THU						SL
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.

LIONEL H. LIONG

VERIFIED as to prescribed office hours

MA. FE L. GAYANILO
Department Head
Performance Management and Rewards & Recognition Office

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