

DAILY TIME RECORD  
MORALES, JUBEMARIE P.  
(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						SEL
6-THU						Absent
7-FRI	7:42	12:05	12:20	5:00		8hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	7:44	12:01	12:04	5:04		8hrs
12-WED						SEL
13-THU						SEL
14-FRI						SEL
15-SAT						Off
16-SUN						Off
17-MON						MAL
18-TUE						MAL
19-WED						MAL
20-THU						MAL
21-FRI						MAL
22-SAT						Off
23-SUN						Off
24-MON						MAL
25-TUE						MAL
26-WED						MAL
27-THU						MAL
28-FRI						MAL
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.

JUBEMARIE P. MORALES

VERIFIED as to prescribed office hours

NICK FREDDY R. BELLO

Department Head  
Accounting Office

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