

DAILY TIME RECORD  
COLIS, HONEY SOFIA V.  
(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	7:57	12:05	12:12	5:21		8hrs
12-WED	8:01	12:08	12:14		4hrs 1min	3hrs 59mins
13-THU						Absent
14-FRI						Absent
15-SAT						Off
16-SUN						Off
17-MON	8:00	12:22	12:55	6:11		8hrs
18-TUE	8:02	12:33	12:35	5:09	2mins	7hrs 58mins
19-WED	8:04	12:41	12:44	7:03	4mins	7hrs 56mins
20-THU	7:58	12:05	12:06		4hrs	4hrs
21-FRI	8:04			5:08	8hrs	
22-SAT						Off
23-SUN						Off
24-MON	7:59	12:55				4hrs
						SUSPENDED 12:01 pm 11:59 pm
25-TUE	8:00	12:50	12:51	5:12		8hrs
26-WED	7:13	12:39	12:41	8:34		8hrs
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.

HONEY SOFIA V. COLIS

VERIFIED as to prescribed office hours

PROSE IVY G. YEPES  
President  
Office of the President

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