

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 | | | | | | SUSPENDE 8:00 am 5:00 pm |
| 4-TUE | | | | | | SUSPENDE 8:00 am 5:00 pm |
| 5-WED | | | | | | Absent |
| 6-THU | | | | | | Absent |
| 7-FRI | | | | | | Absent |
| 8-SAT | | | | | | Off |
| 9-SUN | | | | | | Off |
| 10-MON | | | | | | SUSPENDE 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 |
| | | | | | | SUSPENDE 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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