

DAILY TIME RECORD  
VILLAS, ME-AN D.  
(NAME)

For the month of  
September 1 - 30, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	8:00	12:00	12:01	5:05		8hrs
2-TUE	8:00	12:00	12:01	5:03		8hrs
3-WED	7:46	12:01	12:34	5:00		8hrs
4-THU	7:59	12:04	12:05	5:02		8hrs
5-FRI	8:00	12:00	12:03	5:03		8hrs
6-SAT						Off
7-SUN						Off
8-MON	8:00	12:01	12:02	5:02		8hrs
9-TUE	7:56	12:01	12:02	5:02		8hrs
10-WED	7:47	12:21	12:40		4hrs	4hrs
11-THU	7:58	12:01	12:02	5:01		8hrs
12-FRI	7:54	12:02	12:03	5:01		8hrs
13-SAT						Off
14-SUN						Off
15-MON	7:59	12:01	12:02	5:04		8hrs
16-TUE	7:57	12:02	12:03		4hrs	4hrs
17-WED	8:00	12:01	12:04	5:04		8hrs
18-THU	7:55	12:03	12:04		4hrs	4hrs
19-FRI	8:00	12:03	12:04		4hrs	4hrs
20-SAT						Off
21-SUN						Off
22-MON	8:00	12:01				4hrs SUSPENDED 12:01 pm 11:59 pm
23-TUE	8:00	12:00	12:01		4hrs	4hrs
24-WED						Absent
25-THU	7:59	12:03	12:05			4hrs SUSPENDED 12:01 pm 11:59 pm
26-FRI						SUSPENDED 12:01 am 11:59 pm
27-SAT						Off
28-SUN						Off
29-MON	8:00	12:00	12:01	5:05		8hrs
30-TUE	8:00	12:03	12:04	5:00		8hrs

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.

ME-AN D. VILLAS

VERIFIED as to prescribed office hours

SHEENA MAE P. LUBRIO  
Department Head  
Distance Education Programs Office

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