

DAILY TIME RECORD
VILLAS, ME-AN D.
(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				5:07	8hrs	
7-FRI						Absent
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE			12:58	5:03	4hrs	4hrs
12-WED						Absent
13-THU		12:00	12:01	5:00	4hrs	4hrs
14-FRI		12:00	12:01	5:02	4hrs	4hrs
15-SAT						Off
16-SUN						Off
17-MON						Absent
18-TUE		12:00	12:02	5:01	4hrs	4hrs
19-WED		12:02	12:03	5:01	4hrs	4hrs
20-THU		12:00	12:01	5:02	4hrs	4hrs
21-FRI						Absent
22-SAT						Off
23-SUN						Off
24-MON		12:02			8hrs	SUSPENDED 12:01 pm 11:59 pm
25-TUE	8:01	12:02	12:03	5:02	1min	7hrs 59mins
26-WED		12:00	12:01		8hrs	
27-THU		12:01	12:02	5:01	4hrs	4hrs
28-FRI		12:01	12:02		8hrs	
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.

ME-AN D. VILLAS

VERIFIED as to prescribed office hours

SHEENA MAE P. LUBRIO
Department Head
Distance Education Programs Office

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