

DAILY TIME RECORD

PARMIS, ANNIE A.
(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						VL
6-THU						VL
7-FRI	7:50	12:00	12:01	5:00		8hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	7:39	12:00	12:01	5:01		8hrs
12-WED	7:44	12:01	12:02	5:01		8hrs
13-THU	7:19	12:06	12:07	5:05		8hrs
14-FRI	7:32	12:25	12:28	6:58		8hrs
15-SAT	7:41			7:00		
16-SUN						Off
17-MON	7:35	12:01	12:02	5:18		8hrs
18-TUE	7:35	12:21	12:23	5:16		8hrs
19-WED	7:37	12:25	12:26	5:09		8hrs
20-THU						VL
21-FRI	7:45	12:26	12:27	5:14		8hrs
22-SAT	7:44			7:29		
23-SUN						Off
24-MON	7:53	12:18	12:19			4hrs
						SUSPENDED 12:01 pm 11:59 pm
25-TUE	7:50	12:03	12:05		4hrs	4hrs
26-WED	7:38	12:11	12:12	5:04		8hrs
27-THU	7:40	12:38	12:39		4hrs	4hrs
28-FRI	7:57		7:57		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.

ANNIE A. PARMIS

VERIFIED as to prescribed office hours

CHERRY N. ROLA

Department Head
Department of Arts, Languages, and Literature

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