

DAILY TIME RECORD

BELLEN, JOY A.

(NAME)

For the month of
October 1 - 31, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	8:00	12:05	12:35	5:02		8hrs
2-THU	8:00	12:09	12:48	5:39		8hrs
3-FRI	8:00	12:47	12:48	5:08		8hrs
4-SAT						Off
5-SUN						Off
6-MON	8:00	12:24	12:42	5:09		8hrs
7-TUE	8:00	12:31	12:50	5:03		8hrs
8-WED	8:00	12:41	12:42	5:08		8hrs
9-THU	8:00	12:36	12:50	5:25		8hrs
10-FRI	8:02	12:06	12:08	5:08		7hrs 58mins SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	8:01	12:31	12:32	5:25		9hrs 23mins
14-TUE	7:58	12:55	12:56	5:01		9hrs 2mins
15-WED						Absent
16-THU	7:59	12:35	12:36	5:26		9hrs 26mins
17-FRI	8:04	12:32	12:34	5:19		9hrs 13mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	8:00	12:34	12:35	5:10		8hrs
22-WED						SL
23-THU	8:06	12:31	12:32	5:19	6mins	7hrs 54mins
24-FRI	8:03	12:34	12:35	5:09	3mins	7hrs 57mins
25-SAT						Off
26-SUN						Off
27-MON	8:00	12:24	12:25	5:16		8hrs
28-TUE	8:00	12:15	12:55	5:31		8hrs
29-WED	7:59	12:10	12:58	5:17		8hrs
30-THU	8:00	12:55	12:56	5:10		8hrs
31-FRI						Holiday

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.

JOY A. BELLEN

VERIFIED as to prescribed office hours

CHRISTY M. DESADES

Department Head
Department of Secondary Education

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