

DAILY TIME RECORD
BOLECHE, JOANAH LOUIELA O.
(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						SEL
6-THU						Absent
7-FRI		12:04	12:05	5:00	4hrs	4hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	7:57	12:42	12:44	5:06		8hrs
12-WED						SEL
13-THU	8:04	12:46	12:49	5:03	4mins	7hrs 56mins
14-FRI	8:09	12:29	12:30	5:06	9mins	7hrs 51mins
15-SAT						Off
16-SUN						Off
17-MON	7:56	12:49	12:52	5:04		8hrs
18-TUE	8:06	12:05	12:06	5:19	6mins	7hrs 54mins
19-WED	7:58	12:48	12:50	5:08		8hrs
20-THU	7:59	12:13	12:17	5:05		8hrs
21-FRI	7:54	12:01	12:04	5:05		8hrs
22-SAT	9:21	12:05	12:55	5:02		6hrs 51mins
23-SUN						Off
24-MON	8:36	12:40	12:45	5:00		7hrs 24mins
						SUSPENDED 12:01 pm 11:59 pm
25-TUE	8:03	12:35	12:38	5:05	3mins	7hrs 57mins
26-WED	8:09	12:30	12:33	5:00	9mins	7hrs 51mins
27-THU						SEL
28-FRI	8:02	12:04	12:07	5:02	2mins	7hrs 58mins
29-SAT	10:39	12:06	12:07	5:02		6hrs 22mins
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.

JOANAH LOUIELA O. BOLECHE

VERIFIED as to prescribed office hours

NICK FREDDY R. BELLO
Department Head
Accounting Office

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