

DAILY TIME RECORD
ATOK, JO JANE 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						Absent
7-FRI						Absent
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE						Absent
12-WED						Absent
13-THU						Absent
14-FRI						SL
15-SAT						Off
16-SUN						Off
17-MON	8:03			5:00	8hrs	
18-TUE	7:58	12:04	12:48		4hrs	4hrs
19-WED				5:01	8hrs	
20-THU	8:00	12:03	12:19		4hrs	4hrs
21-FRI		12:16	12:17	5:00	4hrs	4hrs
22-SAT						Off
23-SUN						Off
24-MON						SUSPENDED 12:01 pm 11:59 pm
25-TUE	7:46	12:04	12:14	6:30		8hrs
26-WED				6:19	8hrs	
27-THU	7:54	12:01	12:03	5:03		8hrs
28-FRI	7:46	12:09	12:10	5:24		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.

JO JANE D. ATOK

VERIFIED as to prescribed office hours

CHINELO M. CARDAÑO

Department Head
Advanced Research and Innovation Center

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