

DAILY TIME RECORD
BANDALAN, MARCHO P.

(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						Absent
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	8:03	12:02	12:03	5:28	3mins	7hrs 57mins
12-WED	7:49	12:03	12:04	5:06		8hrs
13-THU	8:18	12:26	12:27	5:19	18mins	7hrs 42mins
14-FRI			12:55	5:02	4hrs	4hrs
15-SAT						Off
16-SUN						Off
17-MON						SEL
18-TUE	8:08	12:01	12:03	5:03	8mins	7hrs 52mins
19-WED	7:58	12:00			4hrs	4hrs
20-THU	7:55	12:05	12:06	5:01		8hrs
21-FRI	8:22	12:00	12:01	5:05	22mins	7hrs 38mins
22-SAT						Off
23-SUN						Off
24-MON						SUSPENDED 12:01 pm 11:59 pm
25-TUE						SEL
26-WED			12:54	5:01	4hrs	4hrs
27-THU						SEL
28-FRI	8:13	12:03	12:04	5:01	13mins	7hrs 47mins
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.

MARCHO P. BANDALAN

VERIFIED as to prescribed office hours

MARIA ROBERTA S. MIRAFLOR

Department Head
Records Management and Archives

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