

DAILY TIME RECORD  
GODOY, GENARO G.  
(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	8:11	12:10	1:00	5:24	11mins	7hrs 49mins
12-WED	7:45	12:37	12:39	5:59		8hrs
13-THU	7:38			5:20	8hrs	
14-FRI	7:12	12:33	12:33	6:19		8hrs
15-SAT						Off
16-SUN						Off
17-MON	7:48	12:07	12:07	5:20		8hrs
18-TUE	7:01	12:12	12:29	5:18		8hrs
19-WED	7:36	12:12	12:41	7:02		8hrs
20-THU	7:56	12:03	12:44	5:54		8hrs
21-FRI	7:22	12:05	12:58	5:04		8hrs
22-SAT						Off
23-SUN						Off
24-MON	7:37	12:02	12:58	5:15		8hrs
						SUSPENDED 12:01 pm 11:59 pm
25-TUE	7:57	12:08	12:15	5:11		8hrs
26-WED	6:40	12:06	12:06	5:22		8hrs
27-THU	6:02	12:04	12:16		4hrs	4hrs
28-FRI	7:55	12:50	12:58	9:50		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.

GENARO G. GODOY

VERIFIED as to prescribed office hours

MARK GIL A. VEGA

Department Head  
Instructional Materials and Development Office

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