

DAILY TIME RECORD
GALAMBAO, MARCIANA B.

(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						OB
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						SEL
8-SAT						Off
9-SUN						Off
10-MON						SEL
11-TUE						Absent
12-WED						Absent
13-THU						Absent
14-FRI						Absent
15-SAT						Off
16-SUN						Off
17-MON		12:20	12:21		8hrs	
18-TUE						Absent
19-WED						Absent
20-THU						Absent
21-FRI		12:01	12:05	5:00	4hrs	4hrs
22-SAT						Off
23-SUN						Off
24-MON						SUSPENDED 12:01 pm 11:59 pm
25-TUE		12:32	12:34	5:19	4hrs	4hrs
26-WED		12:34	12:39	5:30	4hrs	4hrs
27-THU		12:15	12:18	5:02	4hrs	4hrs
28-FRI	8:12	12:33			4hrs 12mins	3hrs 48mins
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.

MARCIANA B. GALAMBAO

VERIFIED as to prescribed office hours

DONNA CHRISTENE Q. RAMOS

Department Head
Department of Biotechnology

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