

DAILY TIME RECORD  
DARGANTES, TONI MARC L.  
(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	7:57	12:00	12:50	5:00		8hrs
6-THU	7:54	12:40	12:50	5:00		8hrs
7-FRI	7:55	12:00	12:24	5:01		8hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE						OB
12-WED						OB
13-THU						OB
14-FRI						OB
15-SAT						Off
16-SUN						Off
17-MON	7:58	12:14	12:15	5:05		8hrs
18-TUE	7:56	12:03	12:19	5:05		8hrs
19-WED	8:00	12:07	12:09	5:13		8hrs
20-THU						SEL
21-FRI						SEL
22-SAT						Off
23-SUN						Off
24-MON						SEL
25-TUE	7:54	12:02	12:22	5:12		8hrs
26-WED	7:54	12:04	12:37	9:04		8hrs
27-THU	8:01	12:00	12:24	5:05	1min	7hrs 59mins
28-FRI						SEL
29-SAT	9:11			1:45		4hrs 34mins
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.

TONI MARC L. DARGANTES

VERIFIED as to prescribed office hours

GLENN G. PAJARES

Department Head  
Office of the Vice President for Planning and Development

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