

DAILY TIME RECORD
ALKUINO, WILO T.
(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		12:08	12:11	5:02	4hrs	4hrs
12-WED	7:29	12:13	12:14	5:00		8hrs
13-THU		12:15	12:17	5:01	4hrs	4hrs
14-FRI						Absent
15-SAT						Off
16-SUN						Off
17-MON	7:36	12:07	12:08	5:01		8hrs
18-TUE		12:16	12:23	5:04	4hrs	4hrs
19-WED	7:38	12:20	12:21	5:05		8hrs
20-THU		12:18	12:19	5:01	4hrs	4hrs
21-FRI		12:00	12:02	5:05	4hrs	4hrs
22-SAT						Off
23-SUN						Off
24-MON		12:45			8hrs	SUSPENDED 12:01 pm 11:59 pm
25-TUE		12:04	12:05	5:03	4hrs	4hrs
26-WED						SEL
27-THU						SEL
28-FRI						SEL
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.

WILO T. ALKUINO

VERIFIED as to prescribed office hours

CLINT C. SARVIDA

Department Head
Instrumentation and Calibration

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