

DAILY TIME RECORD
ALCOBER, LUVILLA 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	7:35	12:04	1:06	5:21	6mins	7hrs 54mins
12-WED	7:28	12:15	12:16	5:50		8hrs
13-THU	8:00	12:08	12:09	5:26		8hrs
14-FRI	7:03	12:04	12:05	5:12		8hrs
15-SAT						Off
16-SUN						Off
17-MON						Absent
18-TUE	7:55	12:09	12:11	5:22		8hrs
19-WED	7:45	12:09	12:10	5:15		8hrs
20-THU	7:29	12:49	12:50		4hrs	4hrs
21-FRI	7:19	12:27	12:29	5:28		8hrs
22-SAT						Off
23-SUN						Off
24-MON	7:33	12:24				4hrs SUSPENDED 12:01 pm 11:59 pm
25-TUE	7:58	12:15	12:49	5:18		8hrs
26-WED	7:24	12:06	12:08	5:17		8hrs
27-THU	7:45	12:12	12:13	5:21		8hrs
28-FRI	7:02	12:13			4hrs	4hrs
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.

LUVILLA G. ALCOBER

VERIFIED as to prescribed office hours

HONEY SOFIA V. COLIS

Department Head
Human Resource Management and Development

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