

DAILY TIME RECORD
GALVEZ, LORINA A.
(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	8:20	12:00	1:00	5:00	20mins	7hrs 40mins
6-THU						SEL
7-FRI	8:15	12:10	1:00	5:10	15mins	7hrs 45mins
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE						SEL
12-WED						Absent
13-THU						Absent
14-FRI	8:05	12:38	12:44	4:34	31mins	7hrs 29mins
15-SAT						Off
16-SUN						Off
17-MON	8:05	12:54	12:56	5:06	5mins	7hrs 55mins
18-TUE	8:05	12:00	12:02	5:03	5mins	7hrs 55mins
19-WED	7:53	12:16	12:23	5:01		8hrs
20-THU	7:56	12:01	12:05	5:04		8hrs
21-FRI	7:15	12:43	12:45	5:05		8hrs
22-SAT						Off
23-SUN						Off
24-MON						SEL
25-TUE	8:25	12:03	12:07	5:12	25mins	7hrs 35mins
26-WED						SEL
27-THU	7:56	12:37	12:52	8:00		8hrs
28-FRI	8:00	12:04	12:35	5:10		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.

LORINA A. GALVEZ

VERIFIED as to prescribed office hours

LYNETTE C. CIMAFRANCA

Department Head
Department of Food Science and Technology

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