

**DAILY TIME RECORD**  
**DACLAG, FAUSTINO SAM A. III**  
(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						Absent
12-WED						Absent
13-THU						Absent
14-FRI						SEL
15-SAT						Off
16-SUN						Off
17-MON						SEL
18-TUE		12:13	12:13		8hrs	
19-WED		12:10	12:11		8hrs	
20-THU	7:52	12:49	12:49		4hrs	4hrs
21-FRI	7:58	12:13	12:25	5:11		8hrs
22-SAT						Off
23-SUN						Off
24-MON	7:57	12:19				4hrs
						SUSPENDED 12:01 pm 11:59 pm
25-TUE	8:01	12:11	12:20	5:34	1min	7hrs 59mins
26-WED		12:06	12:08	5:08	4hrs	4hrs
27-THU	8:16	12:12	12:33	5:07	16mins	7hrs 44mins
28-FRI	7:59	12:08	12:11	5:00		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.

**FAUSTINO SAM A. DACLAG III**

VERIFIED as to prescribed office hours

**LUVILLA G. ALCOBER**

Department Head  
Recruitment Selection Placement and Personnel Records Office

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