

DAILY TIME RECORD  
VISTAL, PEARL P.  
(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						SEL
6-THU	7:50	12:00	1:00	5:00		8hrs
7-FRI	8:00	12:00	1:00	5:05		8hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	7:53		12:03	5:03	4hrs	4hrs
12-WED	7:24	12:05	12:06	5:06		8hrs
13-THU						SEL
14-FRI						SEL
15-SAT						Off
16-SUN						Off
17-MON	7:42	12:03	12:04	5:07		8hrs
18-TUE	7:34	12:03	12:04	5:01		8hrs
19-WED	7:44	12:00	12:01	5:05		8hrs
20-THU	7:44	12:04	12:06	5:01		8hrs
21-FRI	7:52	12:01	12:03	5:02		8hrs
22-SAT						Off
23-SUN						Off
24-MON	8:16	12:03				3hrs 44mins SUSPENDED 12:01 pm 11:59 pm
25-TUE						SEL
26-WED	7:46	12:00	12:01	5:02		8hrs
27-THU	8:00	12:04	12:05	5:12		8hrs
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.

PEARL P. VISTAL

VERIFIED as to prescribed office hours

MARIA ROBERTA S. MIRAFLOR  
Department Head  
Records Management and Archives

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