

DAILY TIME RECORD  
VILLAS, NORMAN O.  
(NAME)

For the month of  
September 1 - 30, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:52	12:00	12:57	5:01		8hrs
2-TUE	7:57	12:01	12:58	5:01		8hrs
3-WED	7:46	12:02	12:12	5:10		8hrs
4-THU	7:53	12:02	12:15	5:02		8hrs
5-FRI	8:03	12:03	12:52	5:06	3mins	7hrs 57mins
6-SAT						Off
7-SUN						Off
8-MON	7:55	12:04	12:10	5:06		8hrs
9-TUE	8:08	12:11	12:12	5:11	8mins	7hrs 52mins
10-WED						OB
11-THU	7:56	12:05	1:00	5:05		8hrs
12-FRI	7:51	12:02	12:05	5:07		8hrs
13-SAT						Off
14-SUN						Off
15-MON	7:57	12:01	12:10	5:20		8hrs
16-TUE	7:50	12:04	12:57	5:03		8hrs
17-WED	8:04	12:35	12:46	5:07	4mins	7hrs 56mins
18-THU	8:05	12:00	12:08	5:27	5mins	7hrs 55mins
19-FRI	8:07	12:01	12:57	5:56	7mins	7hrs 53mins
20-SAT						Off
21-SUN						Off
22-MON	7:50	12:07				4hrs SUSPENDED 12:01 pm 11:59 pm
23-TUE	7:52	12:00			4hrs	4hrs
24-WED	7:55	12:00	12:50	5:01		8hrs
25-THU	7:59	12:13				4hrs SUSPENDED 12:01 pm 11:59 pm
26-FRI						SUSPENDED 12:01 am 11:59 pm
27-SAT						Off
28-SUN						Off
29-MON	7:55	12:05	12:49	5:08		8hrs
30-TUE	7:51	12:04	12:06	5:52		8hrs

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.

NORMAN O. VILLAS

VERIFIED as to prescribed office hours

SEAN O. VILLAGONZALO

Director  
University Information and Communications Technology Services

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