

**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<br>8:00 am 5:00 pm   |
| 4-TUE  |      |       |       |      |        | SUSPENDED<br>8:00 am 5:00 pm   |
| 5-WED  |      |       |       |      |        | Absent                         |
| 6-THU  |      |       |       |      |        | Absent                         |
| 7-FRI  |      |       |       |      |        | Absent                         |
| 8-SAT  |      |       |       |      |        | Off                            |
| 9-SUN  |      |       |       |      |        | Off                            |
| 10-MON |      |       |       |      |        | SUSPENDED<br>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<br>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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