

DAILY TIME RECORD
ESCASINAS, GILLY MAE S.
(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	8:00	12:00	1:00	5:00		8hrs
7-FRI	8:00	12:00	1:00	5:00		8hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	7:29	12:09	12:11	6:08		8hrs
12-WED	7:42	12:13	12:14	6:20		8hrs
13-THU	7:47	12:12	12:12	7:11		8hrs
14-FRI						SEL
15-SAT						Off
16-SUN						Off
17-MON	7:56	12:05	12:08	5:26		8hrs
18-TUE	8:01	12:07	12:11	7:18	1min	7hrs 59mins
19-WED	7:51	12:11	12:12	5:48		8hrs
20-THU	8:00	12:00	1:00	6:13		8hrs
21-FRI	8:08	12:03	12:06	5:05	8mins	7hrs 52mins
22-SAT			12:32	3:13		2hrs 41mins
23-SUN						Off
24-MON	8:12	12:19	12:20	5:21		7hrs 48mins
						SUSPENDED 12:01 pm 11:59 pm
25-TUE	8:15	12:05	12:09	6:34	15mins	7hrs 45mins
26-WED						SEL
27-THU	7:43	12:12	12:17	6:20		8hrs
28-FRI	8:14	12:03	12:05	5:03	14mins	7hrs 46mins
29-SAT	9:12	12:01	12:02	3:17		6hrs 4mins
30-SUN			1:22	6:23		5hrs 1min

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.

GILLY MAE S. ESCASINAS

VERIFIED as to prescribed office hours

NICK FREDDY R. BELLO

Department Head
Accounting Office

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