

DAILY TIME RECORD
VILLAS, MICHAEL CARLO C.

(NAME)

For the month of
October 1 - 31, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:44	12:00	12:10	5:03		7hrs
2-THU	7:25	12:07	12:12	4:53		7hrs
3-FRI	7:55	12:00	12:13	3:07		6hrs
4-SAT	7:34	1:00			34mins	5hrs 26mins
5-SUN						Off
6-MON	7:55	12:02	12:17	4:36		7hrs
7-TUE	7:59	12:42	12:47	4:50		7hrs
8-WED	8:15	12:00	12:03	4:21	15mins	6hrs 45mins
9-THU	8:00	12:01	12:05	4:08		7hrs
10-FRI	7:46	12:10	12:14	3:26		6hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT	6:56	1:39				6hrs
12-SUN						Off
13-MON	8:20	12:19	12:28	5:09		8hrs 40mins
14-TUE	7:57	12:00	12:05	5:01		8hrs 59mins
15-WED	7:58	12:03	12:19	5:01		8hrs 47mins
16-THU	8:03	12:38	12:48	4:28		8hrs 15mins
17-FRI	8:03	12:01	12:03	5:05		9hrs
18-SAT	6:51	1:11				6hrs
19-SUN						Off
20-MON						Holiday
21-TUE	8:43	12:00	12:05	5:02	43mins	6hrs 17mins
22-WED	8:16	12:04	12:12	5:01	16mins	6hrs 44mins
23-THU	7:26	12:03	12:04	4:19		7hrs
24-FRI	8:01	12:21	12:22	3:15	1min	5hrs 59mins
25-SAT	7:45	2:05			45mins	5hrs 15mins
26-SUN						Off
27-MON						OB
28-TUE						SL
29-WED						OB
30-THU	7:51	12:02	12:03	5:05		7hrs
31-FRI						Holiday

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.

MICHAEL CARLO C. VILLAS

VERIFIED as to prescribed office hours

CHERRY N. ROLA

Department Head
Department of Arts, Languages, and Literature

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