

DAILY TIME RECORD
VILLAS, MICHAEL CARLO C.

(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						Holiday
2-SUN						Off
3-MON						SUSPENDED 8:00 am 5:00 pm
4-TUE						SUSPENDED 8:00 am 5:00 pm
5-WED						SL
6-THU						SL
7-FRI						Absent
8-SAT						SUSPENDED 8:00 am 5:00 pm
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	7:34	12:01	12:02	4:32		7hrs
12-WED	7:59	12:00	12:06	5:04		7hrs
13-THU						SL
14-FRI	7:47	12:11	12:25	5:04		6hrs
15-SAT	7:01	2:46			1min	5hrs 59mins
16-SUN						Off
17-MON	7:57	12:02	12:04	4:28		7hrs
18-TUE	8:01	12:02	12:08	4:41	1min	6hrs 59mins
19-WED	7:59	12:30	12:34	4:11		7hrs
20-THU	8:00				8hrs	
21-FRI						Absent
22-SAT						Absent
23-SUN						Off
24-MON	7:50				7hrs	SUSPENDED 12:01 pm 11:59 pm
25-TUE				4:13	8hrs	
26-WED				5:10	8hrs	
27-THU	7:54			4:03	8hrs	
28-FRI	7:47			3:58	8hrs	
29-SAT						Absent
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.

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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