

DAILY TIME RECORD
MANINGO, RIZA MAE L.
(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						Absent
6-THU						Absent
7-FRI						Absent
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE		12:06		5:05	8hrs	
12-WED	7:22	12:00	12:51	5:00		8hrs
13-THU	7:30	12:41	12:44		4hrs	4hrs
14-FRI						Absent
15-SAT						Off
16-SUN						Off
17-MON	7:33	12:00	12:02	5:00		8hrs
18-TUE		12:02	12:04	5:01	4hrs	4hrs
19-WED	7:33	12:00		5:13	4hrs	4hrs
20-THU						Absent
21-FRI						Absent
22-SAT						Off
23-SUN						Off
24-MON						SUSPENDED 12:01 pm 11:59 pm
25-TUE		12:58	1:00	5:02	4hrs	4hrs
26-WED		12:00	12:02	5:05	4hrs	4hrs
27-THU		12:02	12:05	5:00	4hrs	4hrs
28-FRI						Absent
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.

RIZA MAE L. MANINGO

VERIFIED as to prescribed office hours

MIKE LAURENCE V. LUMEN

Department Head
University Integrated Media and Public Affairs

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