

DAILY TIME RECORD
ESCUADRA, MARJORIE B.
(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 | 7:59 | 12:10 | 12:50 | 5:00 | | 8hrs |
| 6-THU | 8:00 | 12:30 | 12:55 | 5:10 | | 8hrs |
| 7-FRI | 8:00 | 12:50 | 12:55 | 5:15 | | 8hrs |
| 8-SAT | | | | | | Off |
| 9-SUN | | | | | | Off |
| 10-MON | | | | | | SUSPENDED 8:00 am 5:00 pm |
| 11-TUE | 7:50 | 12:47 | 12:51 | 6:00 | | 8hrs |
| 12-WED | 6:40 | 12:33 | 12:34 | 5:40 | | 8hrs |
| 13-THU | 7:40 | 12:41 | 12:42 | 6:08 | | 8hrs |
| 14-FRI | 7:55 | 12:30 | 12:59 | 5:36 | | 8hrs |
| 15-SAT | | | | | | Off |
| 16-SUN | | | | | | Off |
| 17-MON | 7:47 | 12:01 | 12:02 | 6:44 | | 8hrs |
| 18-TUE | 7:59 | 12:56 | 12:57 | 6:26 | | 8hrs |
| 19-WED | | | | | | CDO |
| 20-THU | 7:55 | 12:40 | 12:42 | 6:29 | | 8hrs |
| 21-FRI | | | | | | SEL |
| 22-SAT | | | | | | Off |
| 23-SUN | | | | | | Off |
| 24-MON | | | | | | SLP |
| 25-TUE | 7:50 | 12:17 | 12:18 | 5:42 | | 8hrs |
| 26-WED | 7:59 | 12:10 | 12:59 | 6:33 | | 8hrs |
| 27-THU | | | | | | FL |
| 28-FRI | | | | | | SEL |
| 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.

MARJORIE B. ESCUADRA

VERIFIED as to prescribed office hours

SYRENE P. NAYRE

Department Head
Department of Hospitality Management

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