

DAILY TIME RECORD  
AMPAC, LOUELLA 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						Off
2-SUN						Off
3-MON						SUSPENDED 8:00 am 5:00 pm
4-TUE	8:00	12:20	12:25	5:01		8hrs SUSPENDED 8:00 am 5:00 pm
5-WED	7:22	12:01	12:05	5:10		8hrs
6-THU	8:00	12:10	12:30	5:01		8hrs
7-FRI	8:00	12:10	12:30	5:01		8hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	7:53	12:29	12:30	6:19		8hrs
12-WED	7:55	12:40	12:41	4:00	1hr	7hrs
13-THU	8:03	12:41	12:42	5:32	3mins	7hrs 57mins
14-FRI	7:47	12:08	12:20	5:08		8hrs
15-SAT						Off
16-SUN						Off
17-MON	8:02	12:45	12:46	5:29	2mins	7hrs 58mins
18-TUE	8:00	12:39	12:40	6:22		8hrs
19-WED	7:55	12:08	12:10	5:21		8hrs
20-THU	7:51	12:45	12:46	5:23		8hrs
21-FRI						SEL
22-SAT						Off
23-SUN						Off
24-MON	7:52	1:29				4hrs SUSPENDED 12:01 pm 11:59 pm
25-TUE	7:58	12:27	12:29			4hrs (CDO half day)
26-WED	7:46	12:43	12:45	3:38	1hr 22mins	6hrs 38mins
27-THU						OB
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.

LOUELLA C. AMPAC

VERIFIED as to prescribed office hours

MOISES NEIL V. SERIÑO

Department Head  
Office of the Vice President for Administration & Finance

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