

DAILY TIME RECORD
CUEVAS, HAIDE 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						SEL
6-THU	8:03	12:02	12:08	5:11	3mins	7hrs 57mins
7-FRI	7:59	12:03	12:06	5:08		8hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	7:59	12:02	12:07	5:17		8hrs
12-WED	8:09	12:02	12:16	5:14	9mins	7hrs 51mins
13-THU	8:00	12:03	12:10	5:10		8hrs
14-FRI	8:05	12:05	12:10	5:31	5mins	7hrs 55mins
15-SAT						Off
16-SUN						Off
17-MON	8:00	12:05	12:08	5:51		8hrs
18-TUE						SEL
19-WED						SEL
20-THU	8:04	12:04	12:09	5:17	4mins	7hrs 56mins
21-FRI	7:59	12:00	12:02	5:06		8hrs
22-SAT						Off
23-SUN						Off
24-MON	7:57	12:18				4hrs SUSPENDED 12:01 pm 11:59 pm
25-TUE						SEL
26-WED	8:01	12:04	12:09	5:26	1min	7hrs 59mins
27-THU	7:55	12:06	12:11	5:24		8hrs
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.

HAIDE B. CUEVAS

VERIFIED as to prescribed office hours

JESSAMINE C. ECLEO
Department Head
Procurement Office

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