

DAILY TIME RECORD
MAARAT, CHARITY A.
(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	7:50				8hrs	
6-THU	7:59				8hrs	
7-FRI	7:55				8hrs	
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	8:00				8hrs	
12-WED	8:00				8hrs	
13-THU	7:50				8hrs	
14-FRI						
15-SAT						Off
16-SUN						Off
17-MON	8:00				8hrs	
18-TUE				5:04	8hrs	
19-WED	7:58				8hrs	
20-THU						SEL
21-FRI						SEL
22-SAT						Off
23-SUN						Off
24-MON	8:00				8hrs	SUSPENDED 12:01 pm 11:59 pm
25-TUE	8:00				8hrs	
26-WED	7:55				8hrs	
27-THU	7:45				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.

CHARITY A. MAARAT

VERIFIED as to prescribed office hours

ALJAY D. VALIDA
Department Head
Department of Horticulture

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