

DAILY TIME RECORD  
BORNIA S, NELITA 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						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						Absent
12-WED						Absent
13-THU						Absent
14-FRI						Absent
15-SAT						Off
16-SUN						Off
17-MON						Absent
18-TUE						Absent
19-WED	8:03	12:08	12:43	5:14	3mins	7hrs 57mins
20-THU	8:02	12:11	12:26	5:12	2mins	7hrs 58mins
21-FRI	8:02			5:13	8hrs	
22-SAT						Off
23-SUN						Off
24-MON			12:06		8hrs	SUSPENDED 12:01 pm 11:59 pm
25-TUE	8:00	12:10	12:24		4hrs	4hrs
26-WED	8:05		12:23		8hrs	
27-THU						SEL
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.

NELITA C. BORNIA S

VERIFIED as to prescribed office hours

ALJAY D. VALIDA  
Department Head  
Department of Horticulture

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