

DAILY TIME RECORD
MONTALBAN, APRIL ANN O.
(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	7:30	12:00	12:03	5:00		8hrs
7-FRI	10:00	12:19	12:20	5:01	2hrs	6hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	8:07	12:04	12:05	5:09	7mins	7hrs 53mins
12-WED	7:50	12:05	12:06	5:07		8hrs
13-THU	8:04	12:01	12:02	5:08	4mins	7hrs 56mins
14-FRI	8:33	12:03	12:05	5:06	33mins	7hrs 27mins
15-SAT						Off
16-SUN						Off
17-MON	8:17	12:05	12:06	5:05	17mins	7hrs 43mins
18-TUE	8:20	12:02	12:03	5:09	20mins	7hrs 40mins
19-WED						SEL
20-THU						SEL
21-FRI	8:13	12:02	12:03	5:09	13mins	7hrs 47mins
22-SAT						Off
23-SUN						Off
24-MON	8:17	12:15				3hrs 43mins SUSPENDED 12:01 pm 11:59 pm
25-TUE	8:03	12:04	12:05	5:07	3mins	7hrs 57mins
26-WED	10:45	12:05	12:06	5:07	2hrs 45mins	5hrs 15mins
27-THU						SEL
28-FRI	8:24	12:26	12:27	5:10	24mins	7hrs 36mins
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.

APRIL ANN O. MONTALBAN

VERIFIED as to prescribed office hours

RAYMUND M. IGCASAMA
Department Head
University Registrar

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