

DAILY TIME RECORD
TANAID, RIZAL R.
(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						SEL
7-FRI						SEL
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	8:00	12:08	12:11	5:01		8hrs
12-WED	8:11	12:01	12:16	5:01	11mins	7hrs 49mins
13-THU	8:03	12:05	12:07	5:00	3mins	7hrs 57mins
14-FRI	8:08	12:17	12:19	5:02	8mins	7hrs 52mins
15-SAT						Off
16-SUN						Off
17-MON						SEL
18-TUE	7:58	12:01	12:12	5:01		8hrs
19-WED	8:07	12:07	12:12	5:01	7mins	7hrs 53mins
20-THU	8:04	12:11	12:14	5:00	4mins	7hrs 56mins
21-FRI	8:02	12:02	12:11	5:09	2mins	7hrs 58mins
22-SAT						Off
23-SUN						Off
24-MON	8:08	12:04				3hrs 52mins
						SUSPENDED 12:01 pm 11:59 pm
25-TUE	8:03	12:00	12:03	5:05	3mins	7hrs 57mins
26-WED	7:30	12:00	12:03	6:32		8hrs
27-THU	8:09	12:10	12:12	5:02	9mins	7hrs 51mins
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.

RIZAL R. TANAID

VERIFIED as to prescribed office hours

GINAS AUREA A. VILLAGONZALO
Department Head
VSU Guesthouse

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