

DAILY TIME RECORD  
GIOMAN, RANILO V. SR.  
(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	7:19	12:07	12:08	5:36		8hrs SUSPENDED 8:00 am 5:00 pm
4-TUE			12:10	5:00		4hrs SUSPENDED 8:00 am 5:00 pm
5-WED	6:42	12:21	12:22	5:02		8hrs
6-THU	7:46	12:16	12:17	5:00		8hrs
7-FRI	7:35	12:06	12:08	5:09		8hrs
8-SAT						Off
9-SUN						Off
10-MON	7:35	12:09	12:11	5:01		8hrs SUSPENDED 8:00 am 5:00 pm
11-TUE	7:31	12:04	12:07	5:18		8hrs
12-WED	7:14	12:04	12:05	5:15		8hrs
13-THU						SEL
14-FRI						SEL
15-SAT						Off
16-SUN						Off
17-MON	6:54	12:18	12:22	5:24		8hrs
18-TUE	6:47	12:22	12:23	5:01		8hrs
19-WED	7:33	12:25	12:28	5:13		8hrs
20-THU	7:04	12:33	1:00	5:34		8hrs
21-FRI	5:51	12:20	12:26	6:45		8hrs
22-SAT						Off
23-SUN						Off
24-MON	6:56	12:08	12:09	5:00		8hrs SUSPENDED 12:01 pm 11:59 pm
25-TUE	6:51	12:00	1:00	5:10		8hrs
26-WED	7:14	12:00	7:14	5:22		8hrs
27-THU	6:57	12:10	12:12	5:00		8hrs
28-FRI	6:34	12:00	12:01	5:01		8hrs
29-SAT	5:17	12:00	1:00	7:08		12hrs 51mins
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.

RANILO V. GIOMAN SR.

VERIFIED as to prescribed office hours

MARLON G. BURLAS  
Department Head  
Physical Plant Office

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