

DAILY TIME RECORD
GONZAGA, EDILBERTO L. JR.
(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 | | | | 5:21 | 8hrs | |
| 12-WED | 7:10 | 12:27 | 12:29 | 4:58 | 2mins | 7hrs 58mins |
| 13-THU | 7:47 | 12:15 | 12:17 | 5:11 | | 8hrs |
| 14-FRI | 7:40 | 12:14 | 12:16 | 5:16 | | 8hrs |
| 15-SAT | | | | | | Off |
| 16-SUN | | | | | | Off |
| 17-MON | | 12:15 | 12:17 | 6:15 | 4hrs | 4hrs |
| 18-TUE | 7:53 | 12:42 | 12:43 | 5:58 | | 8hrs |
| 19-WED | 7:58 | 12:15 | 12:17 | 7:00 | | 8hrs |
| 20-THU | 8:00 | 12:17 | 12:19 | 5:43 | | 8hrs |
| 21-FRI | 7:46 | | | 6:55 | 8hrs | |
| 22-SAT | | | | | | Off |
| 23-SUN | | | | | | Off |
| 24-MON | 7:57 | 12:22 | | | | 4hrs SUSPENDED 12:01 pm 11:59 pm |
| 25-TUE | | 12:33 | 12:35 | 5:50 | 4hrs | 4hrs |
| 26-WED | 7:42 | 12:54 | 12:56 | 5:42 | | 8hrs |
| 27-THU | | 12:31 | 12:33 | 5:29 | 4hrs | 4hrs |
| 28-FRI | 7:48 | 12:22 | 12:24 | 5:38 | | 8hrs |
| 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.

EDILBERTO L. GONZAGA JR.

VERIFIED as to prescribed office hours

SWEET CHARISH G. GODINEZ

Department Head
Department of Statistics

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