

DAILY TIME RECORD
VILLAROYA, AL FRANJON M.
(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						Absent
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE				5:02	8hrs	
12-WED	7:46	12:05			4hrs	4hrs
13-THU	7:59	12:07	12:09	5:00		8hrs
14-FRI						CDO
15-SAT						Off
16-SUN						Off
17-MON						CDO
18-TUE						Absent
19-WED						Absent
20-THU						Absent
21-FRI						Absent
22-SAT						Off
23-SUN						Off
24-MON		8:11			8hrs	SUSPENDED 12:01 pm 11:59 pm
25-TUE	7:43		7:43		8hrs	
26-WED						Absent
27-THU						Absent
28-FRI						CDO
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.

AL FRANJON M. VILLAROYA

VERIFIED as to prescribed office hours

MARY ANN G. COBICO
Department Head
Department of Philosophy and Social Sciences

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