

DAILY TIME RECORD
GONZAGA, ZENaida C.
(NAME)

For the month of
October 1 - 31, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:22	12:05	12:50	5:41		8hrs
2-THU	6:54	12:17	12:29	5:42		8hrs
3-FRI	6:51	12:08	12:12	6:09		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:27	12:00	12:16	5:21		8hrs
7-TUE	7:10	12:05	12:15	6:47		8hrs
8-WED	6:31	12:01	12:50	5:58		8hrs
9-THU	7:03	12:07	12:23	5:36		8hrs
10-FRI	7:28	12:12	12:15	5:50		8hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:43	12:20	12:36	6:08		10hrs 9mins
14-TUE	7:52	12:34	12:41	5:25		9hrs 26mins
15-WED	6:38	12:15	12:23	5:33		10hrs 47mins
16-THU	6:23	12:00	12:16	5:56		11hrs 17mins
17-FRI	7:51	12:06	12:26	6:11		10hrs
18-SAT						Off
19-SUN						OB
20-MON						OB
21-TUE						OB
22-WED						OB
23-THU						OB
24-FRI						OB
25-SAT						OB
26-SUN						Off
27-MON	7:35	12:53	12:58	5:23		8hrs
28-TUE						OB
29-WED						OB
30-THU	7:02	12:05	12:50	5:15		8hrs
31-FRI						Holiday

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.

ZENaida C. GONZAGA

VERIFIED as to prescribed office hours

ALJAY D. VALIDA
Department Head
Department of Horticulture

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