

DAILY TIME RECORD
LESIGUES, LESITTE O.

(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			1:59		8hrs	
12-WED	7:58				8hrs	
13-THU						Absent
14-FRI	9:45				8hrs	
15-SAT						Off
16-SUN						Off
17-MON	7:54		12:59		8hrs	
18-TUE	7:54				8hrs	
19-WED						Absent
20-THU						Absent
21-FRI						Absent
22-SAT						Off
23-SUN						Off
24-MON						SUSPENDED 12:01 pm 11:59 pm
25-TUE	7:49	12:14	12:21	5:16	8hrs	
26-WED		12:16	12:31	6:30	4hrs	4hrs
27-THU		12:06	12:27	5:00	4hrs	4hrs
28-FRI	7:25	12:21	12:48	5:23		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.

LESITTE O. LESIGUES

VERIFIED as to prescribed office hours

VIC ANGELO L. IMPAS

Department Head
Department of Mechanical Engineering

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