

DAILY TIME RECORD  
GONZAGA, ZENAIDA C.  
(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						Absent
12-WED						Absent
13-THU						Absent
14-FRI						Absent
15-SAT						Off
16-SUN						Off
17-MON	7:50	12:01	12:10	5:19		8hrs
18-TUE	7:01	12:22	12:43	5:01		8hrs
19-WED	7:03	12:00	12:10	5:00		8hrs
20-THU						Absent
21-FRI						Absent
22-SAT						Off
23-SUN						Off
24-MON	7:16	12:16				4hrs SUSPENDED 12:01 pm 11:59 pm
25-TUE						Absent
26-WED						Absent
27-THU						Absent
28-FRI						Absent
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.

ZENAIDA C. GONZAGA

VERIFIED as to prescribed office hours

ALJAY D. VALIDA  
Department Head  
Department of Horticulture

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