

DAILY TIME RECORD
JAYME, JENEFER B.
(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	8:00	12:02	12:05	5:03		8hrs
6-THU	7:49	12:03	12:04	5:05		8hrs
7-FRI	8:00	12:07	12:03	5:03		8hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE						SEL
12-WED	7:32	12:06	12:07	5:08		8hrs
13-THU	7:51	12:04	12:05	5:06		8hrs
14-FRI	8:00	12:07	12:08	5:04		8hrs
15-SAT	8:16					
16-SUN						Off
17-MON	7:55	12:07	12:08	5:03		8hrs
18-TUE						OB
19-WED						OB
20-THU						OB
21-FRI	7:58	12:01	1:01	5:11	1min	7hrs 59mins
22-SAT						Off
23-SUN						Off
24-MON						(SLP half day)
						SUSPENDED 12:01 pm 11:59 pm
25-TUE	8:18	12:08	12:11		18mins	3hrs 42mins (SLP half day)
26-WED	7:56	12:04	12:06	5:08		8hrs
27-THU						SEL
28-FRI						SEL
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.

JENEFER B. JAYME

VERIFIED as to prescribed office hours

RYSAN C. GUINOCOR
Department Head
Administrative Services Office

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