

DAILY TIME RECORD
BENITEZ, MARILOU 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						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	7:55	12:33	12:36	5:23		8hrs
14-FRI						Absent
15-SAT						Off
16-SUN						Off
17-MON	7:02	12:46	12:49	5:19		8hrs
18-TUE						SEL
19-WED						SEL
20-THU	7:52	12:53	12:55	5:00		8hrs
21-FRI						SEL
22-SAT						Off
23-SUN						Off
24-MON	7:44	12:32	7:44			4hrs SUSPENDED 12:01 pm 11:59 pm
25-TUE						SEL
26-WED						CDO
27-THU	7:49	12:02	12:03	5:16		8hrs
28-FRI	7:48	12:24	12:26	5:00		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.

MARILOU M. BENITEZ

VERIFIED as to prescribed office hours

ALJAY D. VALIDA
Department Head
Department of Horticulture

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