

DAILY TIME RECORD
BESAVILLA, AIZA B.
(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 | 7:57 | 12:00 | 12:03 | 5:08 | | 8hrs |
| 2-THU | 7:46 | 12:17 | 12:30 | 5:09 | | 8hrs |
| 3-FRI | 7:45 | 12:07 | 12:24 | 5:26 | | 8hrs |
| 4-SAT | | | | | | Off |
| 5-SUN | | | | | | Off |
| 6-MON | 7:47 | 12:09 | 12:30 | 5:06 | | 8hrs |
| 7-TUE | 7:41 | 12:01 | 12:28 | 5:07 | | 8hrs |
| 8-WED | 7:48 | 12:04 | 12:20 | 5:05 | | 8hrs |
| 9-THU | 7:57 | 12:42 | 12:43 | 5:13 | | 8hrs |
| 10-FRI | 7:50 | 12:16 | 12:18 | 5:00 | | 8hrs SUSPENDED 12:00 pm 11:59 pm |
| 11-SAT | | | | | | Off |
| 12-SUN | | | | | | Off |
| 13-MON | 7:58 | 12:03 | 12:21 | 5:05 | | 8hrs |
| 14-TUE | 7:56 | 12:04 | 12:18 | 5:26 | | 8hrs |
| 15-WED | 8:18 | 12:06 | 12:34 | 5:14 | 18mins | 7hrs 42mins |
| 16-THU | 7:59 | 12:01 | 12:21 | 5:11 | | 8hrs |
| 17-FRI | 7:51 | 12:01 | 12:02 | 5:14 | | 8hrs |
| 18-SAT | | | | | | Off |
| 19-SUN | | | | | | Off |
| 20-MON | | | | | | Holiday |
| 21-TUE | | | | | | BUILDING A CULTURE OF SAFETY: PREPAREDNESS AGAINST DISASTERS, THREATS AND RISKS |
| 22-WED | 7:54 | 12:01 | 12:16 | 5:10 | | 8hrs |
| 23-THU | 7:46 | 12:03 | 12:20 | 5:11 | | 8hrs |
| 24-FRI | | | | | | SLP |
| 25-SAT | | | | | | Off |
| 26-SUN | | | | | | Off |
| 27-MON | 8:20 | 12:12 | 12:26 | 5:20 | 20mins | 7hrs 40mins |
| 28-TUE | 7:39 | 12:08 | 12:10 | 5:22 | | 8hrs |
| 29-WED | 7:55 | 12:02 | 12:03 | 5:08 | | 8hrs |
| 30-THU | 7:46 | 12:05 | 12:06 | 5:09 | | 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.

AIZA B. BESAVILLA

VERIFIED as to prescribed office hours

MARIO LILIO P. VALENZONA
Department Head
Project and Development

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(NAME)

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