

DAILY TIME RECORD

ALBA, DOREEN 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	12:00	1:00	5:30		8hrs
6-THU	8:00	12:00	1:00	5:15		8hrs
7-FRI	8:00	12:00	12:01	5:12		8hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	7:30	12:24	12:26	5:16		8hrs
12-WED	7:55	12:36	12:38	5:26		8hrs
13-THU	7:52	12:18	12:20	5:17		8hrs
14-FRI	8:34	12:42	12:43	6:11	34mins	7hrs 26mins
15-SAT						Off
16-SUN						Off
17-MON	8:07	12:35	12:36	5:26	7mins	7hrs 53mins
18-TUE						SEL
19-WED	7:55	12:00	12:47	7:12		8hrs
20-THU	8:01	12:38	12:59	6:21	1min	7hrs 59mins
21-FRI						SEL
22-SAT						Off
23-SUN						Off
24-MON	7:56	12:25				4hrs
						SUSPENDED 12:01 pm 11:59 pm
25-TUE	7:33	12:03	12:49	5:14		8hrs
26-WED			12:40	5:34	4hrs	4hrs
27-THU	7:53	12:24	12:47	5:39		8hrs
28-FRI	8:01	12:37	12:46	5:46	1min	7hrs 59mins
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.

DOREEN B. ALBA

VERIFIED as to prescribed office hours

RYSAN C. GUINOCOR

Department Head  
Administrative Services Office

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