

DAILY TIME RECORD  
SUMABAT, DANIEL D.

(NAME)

For the month of  
June 1 - 30, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	6:55	12:03	12:05	5:11		9hrs
3-TUE	7:57	12:16	12:23	5:47		8hrs
4-WED	7:55	12:44	1:00	5:03		8hrs
5-THU						SL
6-FRI						Holiday
7-SAT						Off
8-SUN						Off
9-MON	7:00	12:12	12:26	7:18		8hrs
10-TUE	7:26	12:03	12:07	5:58		8hrs
11-WED	8:08	12:13	12:19	5:11	8mins	7hrs 52mins
12-THU						Holiday
13-FRI	7:00	12:01	12:12	6:19		8hrs
14-SAT						Off
15-SUN						Off
16-MON						Absent
17-TUE						Absent
18-WED						Absent
19-THU						Absent
20-FRI						Absent
21-SAT						Off
22-SUN						Off
23-MON						Absent
24-TUE						Absent
25-WED						Absent
26-THU						Absent
27-FRI	7:00	12:02	12:21	5:21		8hrs
28-SAT						Off
29-SUN						Off
30-MON						Absent

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.

DANIEL D. SUMABAT

VERIFIED as to prescribed office hours

RANDY G. OMEGA

Department Head  
Department of Tourism Management

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