

DAILY TIME RECORD  
SUMABAT, DANIEL D.  
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:00	12:42	12:47	5:00		8hrs
2-TUE	7:08	12:40	12:48	5:01		8hrs
3-WED	6:35	12:03	12:30	5:17		8hrs
4-THU	7:20	12:37	12:40	5:24		8hrs
5-FRI	7:12	12:02	1:05	5:00	5mins	7hrs 55mins
6-SAT						Off
7-SUN						Off
8-MON	7:27	12:48	12:50	5:03		8hrs
9-TUE	6:54	12:08	12:14	5:01		9hrs
10-WED	6:31	12:22	12:25	5:58		9hrs
11-THU	6:47	12:37	12:41	5:02		9hrs
12-FRI	7:34	2:09				5hrs
13-SAT						Off
14-SUN						Off
15-MON	7:00	12:06	12:07	5:01		8hrs
16-TUE	6:49	12:34	12:36	5:03		9hrs
17-WED	6:31	12:47	12:57	5:26		9hrs
18-THU	6:48	12:45	12:53	5:41		9hrs
19-FRI	7:26	1:00				5hrs
20-SAT						Off
21-SUN						Off
22-MON	7:00	12:38				4hrs SUSPENDED 12:01 pm 11:59 pm
23-TUE	6:55	12:28	12:33	5:07		9hrs
24-WED	6:42	12:13	12:15	5:03		9hrs
25-THU	6:30	12:05	12:25			5hrs SUSPENDED 12:01 pm 11:59 pm
26-FRI						SUSPENDED 12:01 am 11:59 pm
27-SAT						Off
28-SUN						Off
29-MON	7:00	12:17	12:20	5:05		8hrs
30-TUE	6:55	12:46	12:47	5:16		9hrs

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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