

DAILY TIME RECORD  
SUMABAT, DANIEL D.

(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	6:40	12:01	12:30	5:10		9hrs
2-THU	6:53	12:28	12:31	5:08		9hrs
3-FRI	8:02	4:26			2mins	4hrs 58mins
4-SAT						Off
5-SUN						Off
6-MON	7:03	12:25	12:30	5:05		8hrs
7-TUE	7:00	12:18	12:58	5:01		9hrs
8-WED	6:53	12:05	12:29	5:04		9hrs
9-THU	7:00	12:43	12:45	5:04		9hrs
10-FRI	7:54	1:06				5hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	8:00	12:07	12:09	5:14		9hrs 12mins
14-TUE	7:00	12:05	12:16	5:05		9hrs 54mins
15-WED	7:00	12:01	12:03	5:19		10hrs 17mins
16-THU	7:00	12:04	12:06	5:04		10hrs 2mins
17-FRI						OB
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:00	12:02	12:04	5:00		9hrs
22-WED	6:36	12:05	12:06	5:06		9hrs
23-THU	7:00	12:50	12:51	5:11		9hrs
24-FRI	8:00	3:08				5hrs
25-SAT						Off
26-SUN						Off
27-MON	7:50	12:39	12:41	5:02		8hrs
28-TUE	7:00	12:13	12:19	5:02		9hrs
29-WED	6:58	12:05	12:07	5:09		9hrs
30-THU	7:00	12:06	12:08	5:00		9hrs
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.

DANIEL D. SUMABAT

VERIFIED as to prescribed office hours

RANDY G. OMEGA

Department Head  
Department of Tourism Management

DAILY TIME RECORD  
SUMABAT, DANIEL D.

(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	6:40	12:01	12:30	5:10		9hrs
2-THU	6:53	12:28	12:31	5:08		9hrs
3-FRI	8:02	4:26			2mins	4hrs 58mins
4-SAT						Off
5-SUN						Off
6-MON	7:03	12:25	12:30	5:05		8hrs
7-TUE	7:00	12:18	12:58	5:01		9hrs
8-WED	6:53	12:05	12:29	5:04		9hrs
9-THU	7:00	12:43	12:45	5:04		9hrs
10-FRI	7:54	1:06				5hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	8:00	12:07	12:09	5:14		9hrs 12mins
14-TUE	7:00	12:05	12:16	5:05		9hrs 54mins
15-WED	7:00	12:01	12:03	5:19		10hrs 17mins
16-THU	7:00	12:04	12:06	5:04		10hrs 2mins
17-FRI						OB
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:00	12:02	12:04	5:00		9hrs
22-WED	6:36	12:05	12:06	5:06		9hrs
23-THU	7:00	12:50	12:51	5:11		9hrs
24-FRI	8:00	3:08				5hrs
25-SAT						Off
26-SUN						Off
27-MON	7:50	12:39	12:41	5:02		8hrs
28-TUE	7:00	12:13	12:19	5:02		9hrs
29-WED	6:58	12:05	12:07	5:09		9hrs
30-THU	7:00	12:06	12:08	5:00		9hrs
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.

DANIEL D. SUMABAT

VERIFIED as to prescribed office hours

RANDY G. OMEGA

Department Head  
Department of Tourism Management