

DAILY TIME RECORD  
YCONG, HELMAR G.  
(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<br>8:00 am 5:00 pm           |
| 4-TUE  |      |       |       |      |     | SUSPENDED<br>8:00 am 5:00 pm           |
| 5-WED  |      |       |       |      |     | SL                                     |
| 6-THU  |      |       |       |      |     | CDO                                    |
| 7-FRI  |      |       |       |      |     | SL                                     |
| 8-SAT  |      |       |       |      |     | Off                                    |
| 9-SUN  |      |       |       |      |     | Off                                    |
| 10-MON |      |       |       |      |     | SUSPENDED<br>8:00 am 5:00 pm           |
| 11-TUE | 6:26 | 12:02 | 12:04 | 5:46 |     | 8hrs                                   |
| 12-WED | 7:19 | 12:09 | 12:11 | 5:13 |     | 7hrs                                   |
| 13-THU | 7:31 | 12:04 | 12:06 | 5:33 |     | 8hrs 30mins                            |
| 14-FRI | 6:07 | 12:06 | 12:11 | 4:03 |     | 8hrs                                   |
| 15-SAT |      |       |       |      |     | Off                                    |
| 16-SUN |      |       |       |      |     | Off                                    |
| 17-MON | 7:20 | 12:05 | 12:11 | 5:50 |     | 8hrs 30mins                            |
| 18-TUE | 6:16 | 12:13 | 12:20 | 4:04 |     | 8hrs                                   |
| 19-WED | 7:40 | 12:15 | 12:18 | 5:39 |     | 7hrs                                   |
| 20-THU | 7:38 | 12:01 | 7:38  | 5:50 |     | 8hrs 30mins                            |
| 21-FRI | 6:09 | 12:04 | 12:06 | 4:03 |     | 8hrs                                   |
| 22-SAT |      |       |       |      |     | Off                                    |
| 23-SUN |      |       |       |      |     | Off                                    |
| 24-MON | 7:27 | 12:17 | 4:54  | 4:54 |     | 4hrs<br>SUSPENDED<br>12:01 pm 11:59 pm |
| 25-TUE | 6:09 | 12:04 | 12:10 | 4:13 |     | 8hrs                                   |
| 26-WED |      |       |       |      |     | CDO                                    |
| 27-THU | 7:49 | 12:00 | 12:01 | 5:57 |     | 8hrs 30mins                            |
| 28-FRI | 6:11 | 12:09 | 12:12 | 4:01 |     | 8hrs                                   |
| 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.

HELMAR G. YCONG

VERIFIED as to prescribed office hours

CHRISTY M. DESADES  
Department Head  
Department of Secondary Education

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