

DAILY TIME RECORD  
GAYANILO, MA. FE L.  
(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	7:39	12:10	12:55	5:00		8hrs
6-THU	7:50	12:06	12:50	5:00		8hrs
7-FRI	7:35	12:00			4hrs	4hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	8:03	12:13	12:33	5:11	3mins	7hrs 57mins
12-WED	8:03	12:15	12:35	5:09	3mins	7hrs 57mins
13-THU						SEL
14-FRI						SEL
15-SAT						Off
16-SUN						Off
17-MON	7:37	12:18	12:28	5:06		8hrs
18-TUE	7:48	12:22	12:36	5:03		8hrs
19-WED	7:59	12:02	12:43	5:08		8hrs
20-THU	7:50	12:03	12:48	5:07		8hrs
21-FRI	7:43	12:12	12:50	5:07		8hrs
22-SAT						Off
23-SUN						Off
24-MON						SEL
25-TUE	7:41	12:07	12:11	5:05		8hrs
26-WED						SEL
27-THU	7:57	12:06	12:09	5:09		8hrs
28-FRI	7:42	12:30	12:12	3:09	1hr 51mins	6hrs 9mins
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.

MA. FE L. GAYANILO

VERIFIED as to prescribed office hours

HONEY SOFIA V. COLIS

Department Head  
Human Resource Management and Development

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