

DAILY TIME RECORD  
LAYOLA, LESTER 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 8:00 am 5:00 pm
4-TUE						SUSPENDED 8:00 am 5:00 pm
5-WED	8:00	12:15	12:45	5:30		8hrs
6-THU	7:50	12:10	12:50	5:45		8hrs
7-FRI	7:55	12:20	12:55	5:21		8hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	7:52	12:25	12:30	5:48		8hrs
12-WED	8:12	12:42	12:44	5:11	12mins	7hrs 48mins
13-THU	8:05	12:07	12:30	7:07	5mins	7hrs 55mins
14-FRI	7:56	12:16	12:42	5:09		8hrs
15-SAT						Off
16-SUN						Off
17-MON	7:56	12:05	12:21	5:58		8hrs
18-TUE	8:03	12:09	12:11	5:12	3mins	7hrs 57mins
19-WED	7:57	12:12	12:40	7:15		8hrs
20-THU	7:49	12:08	12:25	7:10		8hrs
21-FRI	7:55	12:10	12:30	7:41		8hrs
22-SAT	9:26	12:03	12:31	3:13		5hrs 19mins
23-SUN						Off
24-MON						SEL
25-TUE						SEL
26-WED						SEL
27-THU						SEL
28-FRI						SEL
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.

LESTER G. LAYOLA

VERIFIED as to prescribed office hours

JESSAMINE C. ECLEO

Department Head  
Procurement Office

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