

DAILY TIME RECORD
VILLAGONZALO, SEAN O.
(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	7:57	12:02	12:56	5:10		8hrs
6-THU	7:40	12:40	1:11	5:11	11mins	7hrs 49mins
7-FRI						SEL
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE						SEL
12-WED	8:05	12:25	12:26	5:11	5mins	7hrs 55mins
13-THU						SEL
14-FRI						SEL
15-SAT						Off
16-SUN						Off
17-MON						SEL
18-TUE	7:58	12:08	12:32	6:08		8hrs
19-WED	8:02	12:07	12:59	5:50	2mins	7hrs 58mins
20-THU	8:04	12:10	12:40	5:31	4mins	7hrs 56mins
21-FRI						FL
22-SAT						Off
23-SUN						Off
24-MON	7:54	12:28				4hrs SUSPENDED 12:01 pm 11:59 pm
25-TUE	8:20	12:02	1:03	5:22	23mins	7hrs 37mins
26-WED	8:06	12:01	12:12	6:10	6mins	7hrs 54mins
27-THU	8:05	12:05	12:36	5:45	5mins	7hrs 55mins
28-FRI	8:09	12:00	12:01	5:55	9mins	7hrs 51mins
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.

SEAN O. VILLAGONZALO

VERIFIED as to prescribed office hours

PROSE IVY G. YEPES
President
Office of the President

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