

DAILY TIME RECORD  
VERGARA, RAFAEL B.  
(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	8:00				8hrs	SUSPENDED 8:00 am 5:00 pm
4-TUE						SUSPENDED 8:00 am 5:00 pm
5-WED	7:54	12:00	1:00	5:15		8hrs
6-THU	8:00	12:04	1:00	5:00		8hrs
7-FRI	7:50	12:00	12:05	5:00		8hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	7:47	12:04	12:06	5:12		8hrs
12-WED	7:59	12:08	12:10	5:16		8hrs
13-THU	7:57	12:05	12:06	5:23		8hrs
14-FRI	7:58	12:09	12:11	5:14		8hrs
15-SAT						Off
16-SUN						Off
17-MON	7:47	12:03	12:05	5:16		8hrs
18-TUE	7:53	12:06	12:07	5:08		8hrs
19-WED						SEL
20-THU	8:00	12:07	12:09	5:19		8hrs
21-FRI						SEL
22-SAT						Off
23-SUN						Off
24-MON	7:58	12:23				4hrs SUSPENDED 12:01 pm 11:59 pm
25-TUE	8:01	12:05	12:06	5:14	1min	7hrs 59mins
26-WED	8:03	12:06	12:08	5:13	3mins	7hrs 57mins
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.

RAFAEL B. VERGARA

VERIFIED as to prescribed office hours

DOREEN B. ALBA  
Department Head  
Supply and Property Management

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