

DAILY TIME RECORD
PEÑA, SANTIAGO T. JR.
(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						Absent
6-THU						Absent
7-FRI						Absent
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE						Absent
12-WED	7:14	12:01	12:03		4hrs	4hrs
13-THU	7:47	12:14	12:15	6:07		8hrs
14-FRI			12:37	7:03		4hrs (CDO half day)
15-SAT						Off
16-SUN						Off
17-MON		12:12	12:14		8hrs	
18-TUE	7:41	12:49	12:53	5:08		8hrs
19-WED	7:47	12:05	12:07	5:02		8hrs
20-THU	7:43	12:23	12:27	5:06		8hrs
21-FRI	7:33	12:19	12:20	5:31		8hrs
22-SAT						Off
23-SUN						Off
24-MON						SUSPENDED 12:01 pm 11:59 pm
25-TUE		12:18	12:20	5:10	4hrs	4hrs
26-WED	7:36	12:53	12:56	9:03		8hrs
27-THU	7:39	12:06	12:07	5:13		8hrs
28-FRI						Absent
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.

SANTIAGO T. PEÑA JR.

VERIFIED as to prescribed office hours

PROSE IVY G. YEPES
President
Office of the President

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