

DAILY TIME RECORD  
VECINA, JONELL 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	8:17	12:05	12:09			3hrs 43mins SUSPENDED 8:00 am 5:00 pm
4-TUE						SUSPENDED 8:00 am 5:00 pm
5-WED	8:12	12:22	12:24	5:05	12mins	7hrs 48mins
6-THU	8:05	12:04	12:05	5:02	5mins	7hrs 55mins
7-FRI	8:07	12:05	12:06	5:05	7mins	7hrs 53mins
8-SAT						Off
9-SUN						Off
10-MON	8:04	12:10	12:11	5:01		7hrs 56mins SUSPENDED 8:00 am 5:00 pm
11-TUE	8:00	12:06	12:07	5:01		8hrs
12-WED	7:55	12:01	12:04	5:27		8hrs
13-THU	7:52	12:14	12:15	5:03		8hrs
14-FRI	7:31	12:05	12:06	5:02		8hrs
15-SAT						Off
16-SUN						Off
17-MON	7:49	12:05	12:06	5:01		8hrs
18-TUE	7:44	12:01	12:04	5:03		8hrs
19-WED	7:50	12:04	12:05	5:12		8hrs
20-THU	7:42	12:01	12:03	5:23		8hrs
21-FRI	5:29	12:00	1:00	9:53		8hrs
22-SAT						Off
23-SUN						Off
24-MON						SEL
25-TUE						SEL
26-WED	8:00	12:00	12:03	6:08		8hrs
27-THU	2:26	12:20	12:22	5:04		8hrs
28-FRI	6:49	12:02	12:12	5:07		8hrs
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.

JONELL B. VECINA

VERIFIED as to prescribed office hours

MARLON G. BURLAS  
Department Head  
Physical Plant Office

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