

DAILY TIME RECORD
RATILLA, MARK C.
(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	12:10	12:15	5:00		8hrs
6-THU						VL
7-FRI						VL
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	8:09	12:20	12:30	5:30	9mins	7hrs 51mins
12-WED	8:01	12:04	12:06	5:33	1min	7hrs 59mins
13-THU	7:59	12:02	12:41	5:05		8hrs
14-FRI						SEL
15-SAT						Off
16-SUN						Off
17-MON	7:57	12:20	12:24	5:40		8hrs
18-TUE	7:59	12:35	12:37	5:19		8hrs
19-WED	8:06	12:22	12:22	5:51	6mins	7hrs 54mins
20-THU	8:01	12:01	12:07	5:30	1min	7hrs 59mins
21-FRI						SEL
22-SAT						Off
23-SUN						Off
24-MON	8:02	12:10	12:18	3:15		6hrs 13mins SUSPENDED 12:01 pm 11:59 pm
25-TUE						VL
26-WED						VL
27-THU	7:55	12:30	12:54	6:30		8hrs
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.

MARK C. RATILLA

VERIFIED as to prescribed office hours

ROTACIO S. GRAVOSO

Vice President
Office of the Vice President for Academic Affairs

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