

DAILY TIME RECORD  
PASILABAN, NOE A.  
(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  | 12:00 | 8:02  |       |       |     | 8hrs                                  |
| 2-SUN  | 12:00 | 8:03  |       |       |     | 8hrs                                  |
| 3-MON  | 12:00 | 8:13  |       |       |     | 8hrs<br>SUSPENDE<br>8:00 am 5:00 pm   |
| 4-TUE  |       |       |       |       |     | SUSPENDE<br>8:00 am 5:00 pm           |
| 5-WED  |       |       |       |       |     | Absent                                |
| 6-THU  |       |       |       |       |     | Off                                   |
| 7-FRI  |       |       |       |       |     | Off                                   |
| 8-SAT  |       |       |       |       |     | Off                                   |
| 9-SUN  |       |       |       |       |     | Off                                   |
| 10-MON |       |       |       |       |     | SEL                                   |
| 11-TUE |       |       | 3:37  | 11:59 |     | 8hrs                                  |
| 12-WED |       |       |       |       |     | Off                                   |
| 13-THU |       |       |       |       |     | Off                                   |
| 14-FRI |       |       |       |       |     | Off                                   |
| 15-SAT |       |       | 3:50  | 11:59 |     | 8hrs                                  |
| 16-SUN |       |       | 3:48  | 11:59 |     | 8hrs                                  |
| 17-MON | 7:48  | 12:00 | 12:01 | 4:03  |     | 8hrs                                  |
| 18-TUE | 7:49  | 12:00 | 12:01 | 4:08  |     | 8hrs                                  |
| 19-WED | 7:38  | 12:00 | 12:01 | 4:03  |     | 8hrs                                  |
| 20-THU | 7:43  | 12:00 | 12:01 | 4:02  |     | 8hrs                                  |
| 21-FRI |       |       |       |       |     | Off                                   |
| 22-SAT |       |       |       |       |     | Off                                   |
| 23-SUN |       |       |       |       |     | Off                                   |
| 24-MON | 12:00 | 8:22  |       |       |     | 8hrs<br>SUSPENDE<br>12:01 pm 11:59 pm |
| 25-TUE | 12:00 | 8:02  |       |       |     | 8hrs                                  |
| 26-WED | 12:00 | 8:02  |       |       |     | 8hrs                                  |
| 27-THU |       |       |       |       |     | Off                                   |
| 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.

NOE A. PASILABAN

VERIFIED as to prescribed office hours

No active Head. Please contact department clerk to assign head

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| 5-WED  |       |       |       |       |     | Absent                                |
| 6-THU  |       |       |       |       |     | Off                                   |
| 7-FRI  |       |       |       |       |     | Off                                   |
| 8-SAT  |       |       |       |       |     | Off                                   |
| 9-SUN  |       |       |       |       |     | Off                                   |
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