

DAILY TIME RECORD

ARGA, ARIEL L.
(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						Off
4-TUE						SEL
5-WED						Absent
6-THU			3:15	11:59		8hrs
7-FRI			3:17	11:59		8hrs
8-SAT						Absent
9-SUN						Absent
10-MON						SUSPENDE 8:00 am 5:00 pm
11-TUE	7:42	12:00	12:01	4:01		8hrs
12-WED						SEL
13-THU						SEL
14-FRI						Off
15-SAT						Off
16-SUN						Off
17-MON	12:00	8:32				8hrs
18-TUE	12:00	8:12				8hrs
19-WED	12:06	8:02			6mins	7hrs 54mins
20-THU						SEL
21-FRI						SEL
22-SAT						Off
23-SUN						Off
24-MON			3:39	11:59		8hrs SUSPENDE 12:01 pm 11:59 pm
25-TUE			3:46	11:59		8hrs
26-WED			3:42		8hrs	
27-THU						Off
28-FRI						Off
29-SAT						Absent
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.

ARIEL L. ARGA

VERIFIED as to prescribed office hours

No active Head. Please contact department clerk to assign head

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