

DAILY TIME RECORD

NAYA, ROSEL P.  
(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	8:23	12:00	12:10	5:00		8hrs 27mins
2-SUN						Off
3-MON	7:21				8hrs	SUSPENDED 8:00 am 5:00 pm
4-TUE						SUSPENDED 8:00 am 5:00 pm
5-WED	7:21	12:03	12:04	5:00		8hrs
6-THU	7:45	12:11	12:13	5:02		8hrs
7-FRI	7:39	12:02	12:05	5:13		8hrs
8-SAT	8:39	12:00	12:11	5:00		8hrs 10mins
9-SUN						Off
10-MON	7:00	12:33	12:34	5:00		8hrs SUSPENDED 8:00 am 5:00 pm
11-TUE	7:09	12:23	12:25	5:00		8hrs
12-WED	7:29	12:15	12:16	5:00		8hrs
13-THU	7:16	12:13	12:14	5:00		8hrs
14-FRI	7:29	12:05	12:06	5:00		8hrs
15-SAT	7:15	12:05	12:06	5:00		9hrs 44mins
16-SUN						Off
17-MON	6:53	12:20	12:21	5:00		8hrs
18-TUE	7:28	12:21	12:22	5:00		8hrs
19-WED	7:21	12:29	12:30	5:02		8hrs
20-THU	6:30	12:31	12:32	5:02		8hrs
21-FRI	7:06	12:09	12:10	5:00		8hrs
22-SAT	7:20	12:11	12:12	5:28		10hrs 7mins
23-SUN						Off
24-MON	7:49	12:10	12:11	5:00		8hrs SUSPENDED 12:01 pm 11:59 pm
25-TUE	7:29	12:02	12:04	5:00		8hrs
26-WED	7:09	12:06	12:07	5:00		8hrs
27-THU	7:15	12:16	12:17	5:00		8hrs
28-FRI	7:09	12:08	12:09	5:00		8hrs
29-SAT	7:08	12:06	12:08	5:03		9hrs 53mins
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.

ROSEL P. NAYA

VERIFIED as to prescribed office hours

DODONG NEIL L. BARRIENTOS

Department Head  
Motor Pool Services Unit

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