

DAILY TIME RECORD

CAÑA, RANDY G.

(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						Absent
6-THU						Absent
7-FRI						Absent
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE		12:02	12:10	5:01	4hrs	4hrs
12-WED	7:36	12:32	12:36		4hrs	4hrs
13-THU		12:48	12:49	5:03	4hrs	4hrs
14-FRI			12:10	5:22	4hrs	4hrs
15-SAT						Off
16-SUN						Off
17-MON	6:59	12:00	12:41		4hrs	4hrs
18-TUE		12:14	12:16	5:00	4hrs	4hrs
19-WED	7:59	12:08	12:10	5:11		8hrs
20-THU		12:09	12:12		8hrs	
21-FRI		12:12	12:14		8hrs	
22-SAT						Off
23-SUN						Off
24-MON						SUSPENDED 12:01 pm 11:59 pm
25-TUE	7:20	12:19		5:24	4hrs	4hrs
26-WED		12:29	12:31		8hrs	
27-THU		12:00	12:12	5:00	4hrs	4hrs
28-FRI	7:54	12:17	12:19	5:00		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.

RANDY G. CAÑA

VERIFIED as to prescribed office hours

ULDERICO B. ALVIOLA

Department Head  
Publishing House

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