

**DAILY TIME RECORD**  
**JAYME, JOSIE Y.**  
(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						SUSPENDE 8:00 am 5:00 pm
4-TUE						SUSPENDE 8:00 am 5:00 pm
5-WED						Absent
6-THU						Absent
7-FRI						Absent
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDE 8:00 am 5:00 pm
11-TUE						Absent
12-WED						Absent
13-THU						Absent
14-FRI		12:05	12:06	5:09	4hrs	4hrs
15-SAT						Off
16-SUN						Off
17-MON	8:01	12:12	12:14	5:12	1min	7hrs 59mins
18-TUE	8:29	12:10	12:12	5:15	29mins	7hrs 31mins
19-WED	8:01	12:10	12:11	5:11	1min	7hrs 59mins
20-THU	7:55	12:48	12:50	5:07		8hrs
21-FRI	7:48	12:02	12:04	5:11		8hrs
22-SAT						Off
23-SUN						Off
24-MON	8:05	12:24				3hrs 55mins
						SUSPENDE 12:01 pm 11:59 pm
25-TUE	8:07	12:16	12:49	5:05	7mins	7hrs 53mins
26-WED	7:40	12:06	12:08	5:07		8hrs
27-THU	7:47	12:12	12:13	5:06		8hrs
28-FRI	7:23	12:09	12:10	5:07		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.

JOSIE Y. JAYME

VERIFIED as to prescribed office hours

LUVILLA G. ALCOBER

Department Head  
Recruitment Selection Placement and Personnel Records Office

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