

DAILY TIME RECORD
VILLAS, NORMAN O.
(NAME)

For the month of
October 1 - 31, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	8:00	12:09	12:10	5:19		8hrs
2-THU	7:58	12:03	12:52	5:00		8hrs
3-FRI	8:10	12:00	12:49	5:04	10mins	7hrs 50mins
4-SAT						Off
5-SUN						Off
6-MON	7:55	12:00	12:10	5:01		8hrs
7-TUE	8:07	12:01	12:50	5:01	7mins	7hrs 53mins
8-WED	7:55	12:00	12:52	5:04		8hrs
9-THU	8:05	12:03	1:00	5:03	5mins	7hrs 55mins
10-FRI	8:03	12:00	1:17			3hrs 57mins SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:57	12:03	12:57	5:02		8hrs
14-TUE	7:53	12:01	12:50	4:49		8hrs
15-WED						OB
16-THU						OB
17-FRI						OB
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE						BUILDING A CULTURE OF SAFETY: PREPAREDNESS AGAINST DISASTERS, THREATS AND RISKS
22-WED	7:45	12:01	12:52	5:00		8hrs
23-THU	7:50	12:06	12:10	5:03		8hrs
24-FRI	8:06	12:01	12:52	5:03	6mins	7hrs 54mins
25-SAT						Off
26-SUN						Off
27-MON	7:50	12:00	12:56	5:03		8hrs
28-TUE	8:10	12:01	12:03	5:02	10mins	7hrs 50mins
29-WED						FL
30-THU						FL
31-FRI						Holiday

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.

NORMAN O. VILLAS

VERIFIED as to prescribed office hours

SEAN O. VILLAGONZALO

Director
University Information and Communications Technology Services

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