

DAILY TIME RECORD
AVILA, DORYN JAN L.
(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	12:03	12:05	7:07		8hrs
2-THU	8:05	12:10	12:11	5:13	5mins	7hrs 55mins
3-FRI	8:00	12:10	12:15	7:15		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:55	12:03	12:07	5:05		8hrs
7-TUE	7:12	12:05	12:07	7:08		8hrs
8-WED	6:41	12:43	12:43	8:21		8hrs
9-THU	8:00	12:03	12:10	5:40		8hrs
10-FRI	8:00	12:03				4hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	8:00	12:07	12:09	5:40		9hrs 38mins
14-TUE						OB
15-WED	7:41	12:07	12:09	5:17		9hrs 34mins
16-THU	7:48	12:09	12:10	5:27		9hrs 38mins
17-FRI						OB
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	8:00	12:10	12:11	7:01		8hrs
22-WED	6:29	12:03	12:05	7:02		8hrs
23-THU	7:45	1:13	1:14	5:30	14mins	7hrs 46mins
24-FRI	8:20	12:03	12:07	7:03	20mins	7hrs 40mins
25-SAT						Off
26-SUN						Off
27-MON	8:08	12:07	12:10	5:57	8mins	7hrs 52mins
28-TUE	7:34	12:07	12:08	7:15		8hrs
29-WED	6:35	12:40	12:41	8:34		8hrs
30-THU	7:55	1:01	1:02	5:20	2mins	7hrs 58mins
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.

DORYN JAN L. AVILA

VERIFIED as to prescribed office hours

MARK C. RATILLA

Department Head
Faculty of Management and Economics

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