

DAILY TIME RECORD
CAYONE, KYBEE M.
(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						EDL
4-TUE						EDL
5-WED						SEL
6-THU	7:56	12:09	12:10	5:03		8hrs
7-FRI	7:58	12:30	12:31	5:14		8hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	8:15	12:31	12:32	5:21	15mins	7hrs 45mins
12-WED	7:30	12:39	12:40	5:15		8hrs
13-THU	7:28	12:16	12:31	5:19		8hrs
14-FRI						SEL
15-SAT						Off
16-SUN						Off
17-MON	7:38	12:30	12:33	5:14		8hrs
18-TUE	7:49	12:07	12:12	5:13		8hrs
19-WED	7:26	12:30	12:32	5:17		8hrs
20-THU	7:16	12:07	12:37	5:19		8hrs
21-FRI	7:16	12:40	12:42	5:01		8hrs
22-SAT						Off
23-SUN						Off
24-MON	7:56			2:14	8hrs	SUSPENDED 12:01 pm 11:59 pm
25-TUE	7:47	12:49	12:50	5:10		8hrs
26-WED	7:29	12:21	12:22	5:26		8hrs
27-THU	7:13	12:17	12:18	5:23		8hrs
28-FRI	7:39	12:00	12:33	5:07		8hrs
29-SAT			12:54	5:20		4hrs 26mins
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.

KYBEE M. CAYONE

VERIFIED as to prescribed office hours

DOREEN B. ALBA
Department Head
Supply and Property Management

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