

DAILY TIME RECORD
SUMABAT, DANIEL D.
(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	7:00	12:01	1:02	5:06	2mins	8hrs 58mins
6-THU	7:00	12:03	12:50	5:02		9hrs
7-FRI	7:05	12:50			10mins	4hrs 50mins
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE						SEL
12-WED						SEL
13-THU						SEL
14-FRI						SEL
15-SAT						Off
16-SUN						Off
17-MON						SEL
18-TUE	7:00	12:07	12:13	5:00		9hrs
19-WED						SL
20-THU						SL
21-FRI						OB
22-SAT						OB
23-SUN						Off
24-MON	7:00	12:13	3:18	5:01		5hrs 42mins SUSPENDED 12:01 pm 11:59 pm
25-TUE	7:00	12:04	12:10	5:00		9hrs
26-WED						SL
27-THU	6:59	12:02	1:04	5:07	4mins	8hrs 56mins
28-FRI	7:49	1:09				5hrs
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.

DANIEL D. SUMABAT

VERIFIED as to prescribed office hours

RANDY G. OMEGA

Department Head
Department of Tourism Management

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