

DAILY TIME RECORD

AVILA, DORYN JAN L.

(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						Absent
6-THU						Absent
7-FRI						Absent
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE		12:44		5:02	8hrs	
12-WED						SEL
13-THU						SEL
14-FRI						Absent
15-SAT						Off
16-SUN						Off
17-MON	7:26			5:28	8hrs	
18-TUE						SEL
19-WED						Absent
20-THU						SEL
21-FRI						Absent
22-SAT						Off
23-SUN						Off
24-MON	7:54				8hrs	SUSPENDED 12:01 pm 11:59 pm
25-TUE						OB
26-WED						OB
27-THU	7:54			5:26	8hrs	
28-FRI						Absent
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.

DORYN JAN L. AVILA

VERIFIED as to prescribed office hours

MARK C. RATILLA

Department Head
Faculty of Management and Economics

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