

DAILY TIME RECORD  
BESAVILLA, AIZA B.

(NAME)

For the month of  
June 1 - 30, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	7:55	12:05	12:06	5:05		8hrs
3-TUE	7:42	12:49	12:50	5:11		8hrs
4-WED	7:52	12:38	12:39	5:11		8hrs
5-THU	7:47	12:00	12:01	5:09		8hrs
6-FRI						Holiday
7-SAT						Off
8-SUN						Off
9-MON	7:44	12:06	12:07	5:05		8hrs
10-TUE	7:49	12:03	12:04	5:04		8hrs
11-WED	7:32	12:24	12:26	5:07		8hrs
12-THU						Holiday
13-FRI	7:19	12:57	12:57	1:35	3hrs 25mins	4hrs 35mins
14-SAT						Off
15-SUN						Off
16-MON	7:28	12:05	12:06	5:08		8hrs
17-TUE	7:36	12:06	12:10	5:24		8hrs
18-WED	7:37	12:02			4hrs	4hrs
19-THU	7:40	12:01	12:02	5:13		8hrs
20-FRI	7:43	12:00	12:01	5:10		8hrs
21-SAT						Off
22-SUN						Off
23-MON	7:48	12:10	12:11	5:09		8hrs
24-TUE	7:32	12:00	12:01	5:11		8hrs
25-WED	7:29	12:02	12:03	5:12		8hrs
26-THU	7:51	12:03	12:05	5:11		8hrs
27-FRI	10:13	12:00	12:01	5:01	2hrs 13mins	5hrs 47mins
28-SAT						Off
29-SUN						Off
30-MON	7:37	12:00	12:01	5:09		8hrs

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.

AIZA B. BESAVILLA

VERIFIED as to prescribed office hours

MARIO LILIO P. VALENZONA

Department Head  
Project and Development

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