

DAILY TIME RECORD  
BESAVILLA, AIZA B.

(NAME)

For the month of  
July 1 - 31, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	7:42	12:05	12:06	5:09		8hrs
2-WED	7:27	12:04	12:05	4:06	54mins	7hrs 6mins
3-THU	7:46	12:00	12:01	5:05		8hrs
4-FRI	7:47	12:04	12:05	5:03		8hrs
5-SAT						Off
6-SUN						Off
7-MON						SLP
8-TUE	7:36	12:04	12:05	5:10		8hrs
9-WED	7:37	12:01	12:02	5:08		8hrs
10-THU	7:34	12:02	12:03	5:01		8hrs
11-FRI	7:40	12:54	12:55	5:04		8hrs
12-SAT						Off
13-SUN						Off
14-MON	7:35	12:06	12:07	1:35	3hrs 25mins	4hrs 35mins
15-TUE	7:41	12:01	12:02	5:03		8hrs
16-WED	7:45	12:05	12:06	5:07		8hrs
17-THU	7:37	12:10	12:57	5:07		8hrs
18-FRI	7:49	12:03	12:04	5:03		8hrs
19-SAT						Off
20-SUN						Off
21-MON	7:37	12:13	12:14	5:01		8hrs
22-TUE	7:32	12:05	12:06	5:03		8hrs
23-WED	7:58	12:00	12:02	5:06		8hrs
24-THU	7:32	12:12	12:14	5:06		8hrs
25-FRI	7:33	12:56	12:57	5:02		8hrs
26-SAT						Off
27-SUN						Off
28-MON	7:42	12:08	12:24	5:08		8hrs
29-TUE	7:41	12:41	12:42	5:09		8hrs
30-WED	7:50	12:02	12:04	5:06		8hrs
31-THU	8:07	12:01	12:04	5:19	7mins	7hrs 53mins

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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