

DAILY TIME RECORD
BESAVILLA, AIZA B.

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:45	12:02	12:48	5:19		8hrs
2-SAT						Off
3-SUN						Off
4-MON	7:42	12:29	12:32	5:06		8hrs
5-TUE	7:49	12:05	12:06	5:06		8hrs
6-WED	7:56	12:02			4hrs	4hrs
7-THU	7:44	12:02	12:19	5:15		8hrs
8-FRI	7:54	12:03	12:05	5:05		8hrs
9-SAT						Off
10-SUN						Off
11-MON	7:44	12:01	12:35	5:05		8hrs
12-TUE	7:54	12:07	12:08	5:08		8hrs
13-WED						SL
14-THU	7:58	12:01	12:18	5:04		8hrs
15-FRI						SL
16-SAT						Off
17-SUN						Off
18-MON	7:36	12:01	12:18	5:06		8hrs
19-TUE	7:49	12:00	12:25	5:05		8hrs
20-WED	7:49	12:01	12:19	5:11		8hrs
21-THU						Holiday
22-FRI	7:45	12:04	12:30	5:09		8hrs
23-SAT						Off
24-SUN						Off
25-MON						Holiday
26-TUE						SUSPENDED 12:01 am 11:59 pm
27-WED						SUSPENDED 12:01 am 12:00 pm
28-THU	7:46	12:00	12:09	5:09		8hrs
29-FRI	7:42	12:07	12:08	5:07		8hrs
30-SAT						Off
31-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.

AIZA B. BESAVILLA

VERIFIED as to prescribed office hours

MARIO LILIO P. VALENZONA

Department Head
Project and Development

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