

DAILY TIME RECORD
SAUSA, GREGORIO B. JR.
(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	12:00	8:06				8hrs
2-SUN	12:00	8:07				8hrs
3-MON	12:00	8:04				8hrs SUSPENDED 8:00 am 5:00 pm
4-TUE						Off
5-WED						Absent
6-THU						Off
7-FRI	12:00	8:09				8hrs
8-SAT						Absent
9-SUN						Off
10-MON						Off
11-TUE						Off
12-WED						SEL
13-THU			3:36	11:59		8hrs
14-FRI						Absent
15-SAT			3:40	11:59		8hrs
16-SUN			3:39	11:59		8hrs
17-MON						Off
18-TUE						SEL
19-WED	7:29	12:00	12:01	4:02		8hrs
20-THU	7:39	12:00	12:01	4:04		8hrs
21-FRI	7:30	12:00	12:01	4:03		8hrs
22-SAT						Off
23-SUN						Off
24-MON						Off
25-TUE						Off
26-WED						SEL
27-THU						Absent
28-FRI	12:00	8:10				8hrs
29-SAT	12:00	8:26				8hrs
30-SUN	12:00	8:05				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.

GREGORIO B. SAUSA JR.

VERIFIED as to prescribed office hours

No active Head. Please contact department clerk to assign head

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