

DAILY TIME RECORD  
LIONG, LIONEL H.  
(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						
6-THU						
7-FRI						
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE						Absent
12-WED	7:02	12:30	12:32	5:09		8hrs
13-THU	7:41	12:11	12:13	5:05		8hrs
14-FRI						Absent
15-SAT						Off
16-SUN						Off
17-MON	7:18	12:19	12:39	5:06		8hrs
18-TUE	7:28	12:12	12:14	5:01		8hrs
19-WED						Absent
20-THU						Absent
21-FRI	8:14	12:14	12:16	5:07	14mins	7hrs 46mins
22-SAT						Off
23-SUN						Off
24-MON	7:37	12:24	7:37			4hrs SUSPENDED 12:01 pm 11:59 pm
25-TUE	8:07	12:16	12:56	5:05	7mins	7hrs 53mins
26-WED	7:46	12:36	12:37	5:07		8hrs
27-THU			1:18	5:08	4hrs 18mins	3hrs 42mins
28-FRI	7:41	12:15	12:35	5:16		8hrs
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.

LIONEL H. LIONG

VERIFIED as to prescribed office hours

MA. FE L. GAYANILO

Department Head  
Performance Management and Rewards & Recognition Office

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