

DAILY TIME RECORD
BALLEBAS, RHEA P.
(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						SEL
6-THU	7:57	12:00	12:01	5:03		8hrs
7-FRI	7:57	12:00	12:01	5:03		8hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	7:50	12:43	12:45	5:08		8hrs
12-WED	7:54	12:12	12:13	5:16		8hrs
13-THU						SEL
14-FRI	8:04	12:04	12:05	5:12	4mins	7hrs 56mins
15-SAT						Off
16-SUN						Off
17-MON	7:57	12:12	12:14	5:11		8hrs
18-TUE	7:59	12:10	12:11	5:22		8hrs
19-WED	7:36	12:09	12:11	5:15		8hrs
20-THU						SEL
21-FRI						SEL
22-SAT						Off
23-SUN						Off
24-MON						SEL
25-TUE						FL
26-WED						FL
27-THU						FL
28-FRI						FL
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.

RHEA P. BALLEBAS

VERIFIED as to prescribed office hours

LUVILLA G. ALCOBER

Department Head
Recruitment Selection Placement and Personnel Records Office

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