

EMPLOYEE NAME:	HAVANA, RUSSEL G.			Total Hours:	
Department:	QUALITY ASSURANCE				
Date Submitted:	20-Nov-25				
Period:	NOVEMBER 11, 2025 - NOVEMBER 20, 2025				
Date:	Time:	Transaction	Remarks	Hours	
November 11, 2025		Class Suspended		—	
November 12, 2025		Absent (Have classes on PLV)		—	
November 13, 2025		Absent (Have classes on PLV)		—	
November 14, 2025		Absent (Have classes on PLV)		—	
November 17, 2025		Absent (Have classes on PLV)		—	
November 18, 2025		Absent (Have classes on PLV)		—	
November 19, 2025		Absent (Have classes on PLV)		—	

November 20, 2025	7:05 AM - 6:00 PM	We tested UPS units (650VA and 1000VA), laptops, switches, and projectors to ensure performance, safety, reliability, and battery efficiency before release.		9
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Approved By:

Mr. Carl Jayvie F. Manatad

HR Department:

Ms. Mary Anne Cruz

9 hours

$$50 \times 1 = 50$$

November 21, 2025

$$50 + 400 = 450$$

Included: Oct 27 - Nov 11

Nov 11 - 25

NOV 28 2025