

DAILY TIME RECORD  
ANTOFINA, ARJANERY B.

(NAME)

For the month of  
February 1 - 28, 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  | 7:31 | 12:05 | 12:00 | 5:13 |      | 8hrs                          |
| 4-TUE  | 7:40 | 12:00 | 12:30 | 5:25 |      | 8hrs                          |
| 5-WED  |      |       | 12:57 | 5:10 | 4hrs | 4hrs                          |
| 6-THU  | 7:33 | 12:10 | 12:15 | 8:35 |      | 8hrs                          |
| 7-FRI  | 7:50 | 12:02 | 12:09 | 7:20 |      | 8hrs                          |
| 8-SAT  |      |       |       |      |      | Off                           |
| 9-SUN  |      |       |       |      |      | Off                           |
| 10-MON |      |       |       |      |      | SUSPENDED<br>8:00 am 11:59 pm |
| 11-TUE | 7:43 | 12:05 | 12:09 | 8:15 |      | 8hrs                          |
| 12-WED | 7:26 | 12:08 | 12:12 | 8:12 |      | 8hrs                          |
| 13-THU | 7:58 | 12:08 | 12:12 | 5:06 |      | 8hrs                          |
| 14-FRI | 7:46 | 12:03 | 12:35 | 5:04 |      | 8hrs                          |
| 15-SAT |      |       |       |      |      | Off                           |
| 16-SUN |      |       |       |      |      | Off                           |
| 17-MON | 7:56 | 12:05 | 12:17 | 5:44 |      | 8hrs                          |
| 18-TUE | 7:58 | 12:08 | 12:17 | 5:07 |      | 8hrs                          |
| 19-WED | 7:50 | 12:04 | 12:15 | 7:05 |      | 8hrs                          |
| 20-THU | 7:42 | 12:08 | 12:12 | 8:00 |      | 8hrs                          |
| 21-FRI | 7:58 | 12:27 | 12:28 | 5:27 |      | 8hrs                          |
| 22-SAT |      |       |       |      |      | Off                           |
| 23-SUN |      |       |       |      |      | Off                           |
| 24-MON | 7:44 | 12:08 | 12:12 | 7:50 |      | 8hrs                          |
| 25-TUE | 7:10 | 12:24 | 12:39 | 7:32 |      | 8hrs                          |
| 26-WED | 7:58 | 12:03 | 12:16 | 7:59 |      | 8hrs                          |
| 27-THU | 8:00 | 12:09 | 12:12 | 7:46 |      | 8hrs                          |
| 28-FRI | 7:46 | 12:03 | 12:09 | 5:09 |      | 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.

ARJANERY B. ANTOFINA

VERIFIED as to prescribed office hours

JESSAMINE C. ECLEO

Department Head  
Procurement Office

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