

DAILY TIME RECORD
ANTOFINA, ARJANERY B.

(NAME)

For the month of
April 1 - 30, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED	7:53	12:39	12:40	7:09		8hrs
3-THU	7:11	12:02	12:34	5:49		8hrs
4-FRI	7:50	12:08	12:11	5:24		8hrs
5-SAT						Off
6-SUN						Off
7-MON	7:28	12:11	12:24	5:19		8hrs
8-TUE						SL
9-WED						Holiday
10-THU	8:01	12:02	12:20	5:19	1min	7hrs 59mins
11-FRI	7:52	12:11	12:26	5:11		8hrs
12-SAT						Off
13-SUN						Off
14-MON	7:46	12:09	12:12	5:10		8hrs
15-TUE	8:00	12:11	12:12	6:46		8hrs
16-WED	7:50	12:10	7:50			4hrs SUSPENDED 12:00 pm 11:59 pm
17-THU						Holiday
18-FRI						Holiday
19-SAT						Off
20-SUN						Off
21-MON	7:52	12:08	12:11	5:16		8hrs
22-TUE	7:57	12:08	12:11	5:11		8hrs
23-WED	7:55	12:01	12:38	5:34		8hrs
24-THU	7:52	12:08	12:11	5:46		8hrs
25-FRI	7:55	12:11	12:32	5:10		8hrs
26-SAT						Off
27-SUN						Off
28-MON						SLP
29-TUE						SLP
30-WED						101ST VSU ANNIVERSARY

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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