

DAILY TIME RECORD
ANTOFINA, ARJANERY B.
(NAME)

For the month of
May 1 - 31, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU						Holiday
2-FRI						OB
3-SAT						Off
4-SUN						Off
5-MON	7:55	12:08	12:10	5:21		8hrs
6-TUE	7:55	12:08	12:11	5:19		8hrs
7-WED	7:10	12:08	12:11	5:27		8hrs
8-THU	7:50	12:08	12:10	5:11		8hrs
9-FRI	7:56	12:16	12:25	5:11		8hrs
10-SAT						Off
11-SUN						Off
12-MON						Holiday
13-TUE	9:23	12:07	12:20	5:39	1hr 23mins	6hrs 37mins
14-WED	7:28	12:07	12:19	5:15		8hrs
15-THU	7:54	12:06	12:44	5:15		8hrs
16-FRI	7:52	12:05	12:09	5:18		8hrs
17-SAT						Off
18-SUN						Off
19-MON	7:45	12:02	12:08	5:05		8hrs
20-TUE	7:40	12:07	12:55	5:10		8hrs
21-WED	7:40	12:07	12:19	5:11		8hrs
22-THU						SL
23-FRI	7:55	12:07	12:57	5:01		8hrs
24-SAT						Off
25-SUN						Off
26-MON						FL
27-TUE						FL
28-WED						FL
29-THU						FL
30-FRI						FL
31-SAT						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.

ARJANERY B. ANTOFINA

VERIFIED as to prescribed office hours

JESSAMINE C. ECLEO
Department Head
Procurement Office

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