

DAILY TIME RECORD
ECLEO, JESSAMINE C.
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	8:00	12:00	1:00	9:40		8hrs
2-THU	8:03	12:08	12:27	9:51	3mins	7hrs 57mins
3-FRI	8:04	12:34	12:38	7:01	4mins	7hrs 56mins
4-SAT	9:06	11:15	2:10	4:13		4hrs 12mins
5-SUN						Off
6-MON	7:55	12:15	12:25	8:02		8hrs
7-TUE						OB
8-WED	7:27	12:05	12:15	7:54		8hrs
9-THU	8:00	12:08	12:10	8:00		8hrs
10-FRI	7:52	12:28	12:53	5:01		8hrs
11-SAT						Off
12-SUN						Off
13-MON	7:59	12:05	12:39	6:24		8hrs
14-TUE	8:01	12:03	12:09	7:14	1min	7hrs 59mins
15-WED						OB
16-THU						OB
17-FRI						OB
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	8:04	12:05	12:14	7:29	4mins	7hrs 56mins
22-WED	7:55	12:19	12:29	7:58		8hrs
23-THU	7:57	12:04	12:06	7:40		8hrs
24-FRI	7:59	12:01	12:07	5:03		8hrs
25-SAT						Off
26-SUN						Off
27-MON	8:07	12:14	12:36	5:29	7mins	7hrs 53mins
28-TUE	8:00	12:10	12:13	7:48		8hrs
29-WED	8:04	12:07	12:11	7:20	4mins	7hrs 56mins
30-THU	7:32	12:01	12:27	5:13		8hrs
31-FRI						Holiday

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.

JESSAMINE C. ECLEO

VERIFIED as to prescribed office hours

RYSAN C. GUINOCOR
Department Head
Administrative Services Office

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