

DAILY TIME RECORD
PAGALAN, LILIBETH VICTORIA V.
(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	7:58	12:02	12:55	7:55		8hrs
2-THU	7:52	12:31	12:35	9:51		8hrs
3-FRI	7:58	12:33	12:36	5:31		8hrs
4-SAT						Off
5-SUN						Off
6-MON	8:01	12:30	12:31	7:55	1min	7hrs 59mins
7-TUE						OB
8-WED						SL
9-THU	7:44	12:29	12:31	8:00		8hrs
10-FRI	7:53	12:16	12:19	5:00		8hrs
11-SAT						Off
12-SUN						Off
13-MON	7:51	12:17	12:19	6:23		8hrs
14-TUE	8:04	12:04	12:13	7:15	4mins	7hrs 56mins
15-WED	6:46	12:57	12:58	5:19		8hrs
16-THU	7:56	12:34	12:36	5:07		8hrs
17-FRI	8:04	12:40	12:42	5:22	4mins	7hrs 56mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	8:22	12:09	12:10	7:29	22mins	7hrs 38mins
22-WED	8:10	12:56	12:57	7:58	10mins	7hrs 50mins
23-THU	8:02	12:08	12:10	5:42	2mins	7hrs 58mins
24-FRI	7:43	12:25	12:43	5:19		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:38	12:13	12:16	8:10		8hrs
28-TUE						OB
29-WED	6:51	12:19	12:49	9:10		8hrs
30-THU	7:52	12:05	12:09	5:10		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.

LILIBETH VICTORIA V. PAGALAN

VERIFIED as to prescribed office hours

JESSAMINE C. ECLEO
Department Head
Procurement Office

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