

DAILY TIME RECORD

ANDRES, DALISAY F.

(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	7:38	12:05	12:06	5:02		8hrs
6-TUE	7:46	12:01	12:02	5:02		8hrs
7-WED	7:41	12:00	12:01	5:00		8hrs
8-THU	7:42	12:00	12:01	5:00		8hrs
9-FRI	7:40	12:21	12:27	5:01		8hrs
10-SAT	8:11	12:08	12:09	3:50		7hrs 38mins
11-SUN						Off
12-MON						Holiday
13-TUE	7:37	12:01	12:03	5:02		8hrs
14-WED	7:53	12:04	12:05	5:01		8hrs
15-THU	7:38	12:00	12:02	5:01		8hrs
16-FRI	7:45	12:01				4hrs (SLP half day)
17-SAT						Off
18-SUN						Off
19-MON	7:48	12:04	12:05	5:03		8hrs
20-TUE	7:36	12:02	12:03	5:00		8hrs
21-WED	7:39	12:03	12:04	5:04		8hrs
22-THU	7:46	12:00	12:02	5:08		8hrs
23-FRI						OB
24-SAT						OB
25-SUN						Off
26-MON	7:37	12:01	12:02	5:00		8hrs
27-TUE	7:40	12:06	12:07	5:00		8hrs
28-WED	7:34	12:00	12:01	5:02		8hrs
29-THU	7:31	12:39	12:42	5:00		8hrs
30-FRI	7:33	12:00	12:01	5:00		8hrs
31-SAT	7:41	12:00	12:00			4hrs 19mins

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.

DALISAY F. ANDRES

VERIFIED as to prescribed office hours

MARIA ROBERTA S. MIRAFLOR

Department Head  
Records Management and Archives

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