

DAILY TIME RECORD  
UNAJAN, MAGDALENE 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				5:57	8hrs	
2-THU						Absent
3-FRI	7:59	12:03	12:08	5:23		8hrs
4-SAT						Off
5-SUN						Off
6-MON	6:33	12:25	12:26	5:11		8hrs
7-TUE	7:46			7:36	8hrs	
8-WED	6:53	1:03	1:04	7:16		9hrs
9-THU	7:10	12:49	12:52	5:02		7hrs
10-FRI	7:29	12:20	12:21		4hrs	4hrs
11-SAT						Off
12-SUN						Off
13-MON		12:13	12:14	5:02	3hrs 12mins	4hrs 48mins
14-TUE				5:03	8hrs	
15-WED		1:28	1:29	5:01	4hrs 28mins	3hrs 32mins
16-THU		12:00			8hrs	
17-FRI	6:53	12:02	12:03	5:06		10hrs 12mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:42	1:09	1:10	5:08		8hrs
22-WED	6:39		6:39		8hrs	
23-THU	8:55	12:30	12:31	5:32		7hrs
24-FRI	7:58	12:02	12:03		4hrs	4hrs
25-SAT						Off
26-SUN						Off
27-MON				5:01	8hrs	
28-TUE	7:58	1:05	1:06	5:03		8hrs
29-WED	6:44	1:41	1:43	5:03		9hrs
30-THU	8:09			5:38	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.

MAGDALENE C. UNAJAN

VERIFIED as to prescribed office hours

JUDE B. ROLA

Department Head  
Faculty of Computing

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