

DAILY TIME RECORD
CAMACHO, SHEIRA MAY T.

(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	7:30	12:00	1:00	5:00		8hrs
2-THU	7:31	12:49	1:00	5:02		8hrs
3-FRI						SL
4-SAT						Off
5-SUN						Off
6-MON	8:53	12:01	12:56	6:01		8hrs
7-TUE	8:58	12:02	12:58	6:00		8hrs
8-WED	8:00	12:01	12:57	5:31		
9-THU	8:58	12:08	12:59	6:28		8hrs
10-FRI	8:58	12:28	12:58	5:00	1hr	7hrs
11-SAT						Off
12-SUN						Off
13-MON	8:03	12:02	1:01	5:06	4mins	7hrs 56mins
14-TUE	8:01	12:01	1:02	6:27	3mins	7hrs 57mins
15-WED	8:02	12:04	1:00	5:35	2mins	7hrs 58mins
16-THU	7:55	12:53	1:02	5:13	2mins	7hrs 58mins
17-FRI						SLP
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE						BUILDING A CULTURE OF SAFETY: PREPAREDNESS AGAINST DISASTERS, THREATS AND RISKS
22-WED	8:11	12:02	1:03	5:02	14mins	7hrs 46mins
23-THU	8:03	12:00	12:59	5:01	3mins	7hrs 57mins
24-FRI	8:02	12:01	12:06	5:00	2mins	7hrs 58mins
25-SAT						Off
26-SUN						Off
27-MON	6:53	12:05	1:00	5:00		8hrs
28-TUE						SLP
29-WED	8:02	12:02	12:46	5:45	2mins	7hrs 58mins
30-THU	7:58	12:01	1:01	5:00	1min	7hrs 59mins
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.

SHEIRA MAY T. CAMACHO

VERIFIED as to prescribed office hours

VICENTE A. GILOS

Department Head
University Learning Commons (Library)

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