

DAILY TIME RECORD  
ESCASINAS, GILLY MAE S.

(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			12:37	6:26		4hrs (SLP half day)
2-THU	7:58	12:01	12:03	6:20		8hrs
3-FRI	7:44	12:02	12:06	5:08		8hrs
4-SAT	8:03	12:01	12:03	5:02		8hrs 57mins
5-SUN						Off
6-MON	7:45	12:02	12:04	5:54		8hrs
7-TUE			12:19	5:56	4hrs	4hrs
8-WED	7:57	12:07	12:08	5:32		8hrs
9-THU	7:50	12:21	12:23	5:03		8hrs
10-FRI	7:59	12:01	12:05	5:00		8hrs
11-SAT						Off
12-SUN						Off
13-MON	10:00	12:03	12:05	5:00	2hrs	6hrs
14-TUE	8:15	12:06	12:08	5:00	15mins	7hrs 45mins
15-WED	8:18	12:02	12:05	5:04	18mins	7hrs 42mins
16-THU	7:54	12:03	12:05	5:37		8hrs
17-FRI	8:09	12:01	12:03	5:06	9mins	7hrs 51mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	8:01	12:44	12:46	5:11	1min	7hrs 59mins
22-WED	10:42	12:04	12:06	5:19	2hrs 42mins	5hrs 18mins
23-THU	7:59	12:08	12:09	5:21		8hrs
24-FRI	7:57	12:01	12:03	5:11		8hrs
25-SAT						Off
26-SUN						Off
27-MON	8:03	12:03	12:07	5:05	3mins	7hrs 57mins
28-TUE	7:48	12:02	12:05	6:07		8hrs
29-WED	8:02	12:00	12:02	5:05	2mins	7hrs 58mins
30-THU	7:59	12:02	12:04	5:00		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.

GILLY MAE S. ESCASINAS

VERIFIED as to prescribed office hours

NICK FREDDY R. BELLO

Department Head  
Accounting Office

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