

DAILY TIME RECORD  
NARAJOS, MARIA ANTONETTE ROSAFREDA B.  
(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	7:38	12:04	12:07	5:47		8hrs
2-THU	8:01	12:10	12:12	5:31	1min	7hrs 59mins
3-FRI	7:55	12:05	12:07	5:41		8hrs
4-SAT						Off
5-SUN						Off
6-MON	8:00	12:10	12:13	5:50		8hrs
7-TUE	7:53	12:12	12:16	5:15		8hrs
8-WED	7:50	12:06	12:08	5:04		8hrs
9-THU						SL
10-FRI	7:53	12:11	12:12	5:29		8hrs
11-SAT	9:27	12:48				3hrs 21mins
12-SUN						Off
13-MON						OB
14-TUE						OB
15-WED	7:47	12:03	12:07	5:34		8hrs
16-THU	7:59	12:05	12:11	5:07		8hrs
17-FRI	7:56	12:13	12:16	5:02		8hrs
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:54	12:08	12:09	5:05		8hrs
22-WED	7:54	12:15	12:18	5:05		8hrs
23-THU	7:52	12:05	12:07	5:07		8hrs
24-FRI	7:55	12:03	12:12	5:09		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:55	12:10	12:12	5:10		8hrs
28-TUE	7:46	12:03	12:06	5:07		8hrs
29-WED	7:52	12:10	12:12	5:15		8hrs
30-THU	7:44	12:36	12:52	5:17		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.

MARIA ANTONETTE ROSAFREDA B. NARAJOS

VERIFIED as to prescribed office hours

HAZELLE V. ASALDO  
Department Head  
BOR & University Secretary

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