

DAILY TIME RECORD  
BUSTILLO, NORIETA 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	8:06	12:25	12:26	5:27	6mins	7hrs 54mins
2-THU	8:13	12:14	12:15	5:47	13mins	7hrs 47mins
3-FRI	8:01	12:16	12:18	5:50	1min	7hrs 59mins
4-SAT	10:38	12:25	12:26	5:07		6hrs 28mins
5-SUN						Off
6-MON	8:13	12:41	12:42	5:55	13mins	7hrs 47mins
7-TUE			12:37	6:25	4hrs	4hrs
8-WED	8:06	12:34	12:35	5:45	6mins	7hrs 54mins
9-THU	7:51	12:29	12:30	5:27		8hrs
10-FRI	8:27	12:18	12:19	5:00	27mins	7hrs 33mins
11-SAT			12:07	4:47		4hrs 40mins
12-SUN						Off
13-MON	8:04	12:52	12:53	5:02	4mins	7hrs 56mins
14-TUE	8:03	12:29	12:31	5:13	3mins	7hrs 57mins
15-WED	7:56	12:33	12:34	5:25		8hrs
16-THU	7:59	12:39	12:40	5:29		8hrs
17-FRI	8:27	12:34	12:35	5:13	27mins	7hrs 33mins
18-SAT	10:37	12:22	12:27	4:59		6hrs 17mins
19-SUN						Off
20-MON						Holiday
21-TUE	8:11	12:40	12:41	5:05	11mins	7hrs 49mins
22-WED	8:13	12:38	12:39	5:31	13mins	7hrs 47mins
23-THU	8:20	12:06	12:09	5:20	20mins	7hrs 40mins
24-FRI	8:29	12:43	12:44	5:01	29mins	7hrs 31mins
25-SAT			12:47	4:49		4hrs 2mins
26-SUN						Off
27-MON	8:02	12:39	12:40	5:32	2mins	7hrs 58mins
28-TUE	8:02	12:31	12:32	6:07	2mins	7hrs 58mins
29-WED	9:28	12:14	12:17	5:00	1hr 28mins	6hrs 32mins
30-THU	7:59	12:08	12:09	5:00		8hrs
31-FRI	10:58	12:29	12:30	5:02		6hrs 3mins

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.

NORIETA B. BUSTILLO

VERIFIED as to prescribed office hours

NICK FREDDY R. BELLO

Department Head  
Accounting Office

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