

DAILY TIME RECORD  
MANAIG, MARILYN N.  
(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	7:59	12:10	12:30	5:17		8hrs
2-THU	8:01	12:09	12:13	5:56	1min	7hrs 59mins
3-FRI	8:00	12:42	12:43	6:24		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:58	12:41	12:42	5:56		8hrs
7-TUE	8:00	12:30	12:50	5:21		8hrs
8-WED	7:33	12:29	12:30	5:49		8hrs
9-THU	8:00	12:53	12:53	5:52		8hrs
10-FRI	8:00	12:30	12:31	5:40		8hrs
11-SAT						Off
12-SUN						Off
13-MON	8:01	12:05	12:10	5:25		9hrs 19mins
14-TUE	8:00	12:06	12:09	5:30		9hrs 27mins
15-WED	8:00	12:46	12:47	6:00		9hrs 59mins
16-THU	7:59	12:14	12:15	5:48		9hrs 48mins
17-FRI	8:00	12:26	12:27	6:02		10hrs 1min
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	8:00	12:06	12:07	7:00		8hrs
22-WED	8:00	12:40	12:41	5:19		8hrs
23-THU	8:00	12:47	12:48	5:41		8hrs
24-FRI	8:00	12:45	12:46	5:52		8hrs
25-SAT						Off
26-SUN						Off
27-MON	8:00	12:49	12:50	5:52		8hrs
28-TUE	8:02	12:16	12:17	5:31	2mins	7hrs 58mins
29-WED	8:00	12:31	12:32	5:49		8hrs
30-THU	8:00	12:10	12:30	6:03		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.

MARILYN N. MANAIG

VERIFIED as to prescribed office hours

ROSARIO P. ABELA

Department Head  
Department of Secondary Education

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