

DAILY TIME RECORD  
ESTUPA, DIONESIO I.  
(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	8:00	12:02	12:05	5:02		8hrs
2-THU	8:09	12:09	12:28	5:10	9mins	7hrs 51mins
3-FRI	7:59	12:28	12:29	5:12		8hrs
4-SAT						Off
5-SUN						Off
6-MON						SL
7-TUE	8:00	12:06	12:13	5:03		8hrs
8-WED	7:58	12:01	12:50	5:03		8hrs
9-THU	8:25	12:21	12:28	5:05	25mins	7hrs 35mins
10-FRI	8:00	12:08	12:10	5:01		8hrs
11-SAT						Off
12-SUN						Off
13-MON	8:02	12:13	12:15	5:00	2mins	7hrs 58mins
14-TUE	8:20	12:35	12:38	5:04	20mins	7hrs 40mins
15-WED	8:07	12:08	12:13	5:08	7mins	7hrs 53mins
16-THU	8:15	12:21	12:23	5:01	15mins	7hrs 45mins
17-FRI	8:22	12:04	12:06	5:02	22mins	7hrs 38mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:59	12:04	12:21	5:01		8hrs
22-WED	7:55	12:23	12:25	5:03		8hrs
23-THU	8:03	12:03	12:05	5:02	3mins	7hrs 57mins
24-FRI	8:27	12:05	12:17	5:04	27mins	7hrs 33mins
25-SAT						Off
26-SUN						Off
27-MON	7:55	12:21	12:23	5:09		8hrs
28-TUE	7:59	12:02	12:03	5:06		8hrs
29-WED	8:16	12:21	12:23	5:02	16mins	7hrs 44mins
30-THU	8:00	12:10	12:31	5:02		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.

DIONESIO I. ESTUPA

VERIFIED as to prescribed office hours

MAGDALENE C. UNAJan

Department Head  
Department of Computer Science and Technology

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