

DAILY TIME RECORD  
OCLINARIA, AVELINA V.  
(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  | 7:25 | 12:00 | 12:03 | 5:03 |        | 8hrs         |
| 2-THU  | 6:41 | 12:38 | 12:39 | 4:56 |        | 8hrs         |
| 3-FRI  | 7:26 | 11:24 | 11:25 | 4:34 |        | 8hrs         |
| 4-SAT  |      |       |       |      |        | Off          |
| 5-SUN  |      |       |       |      |        | Off          |
| 6-MON  | 6:44 | 12:15 | 12:16 | 4:16 |        | 8hrs         |
| 7-TUE  | 7:14 | 12:00 | 12:10 | 5:00 | 40mins | 7hrs 20mins  |
| 8-WED  | 7:22 | 12:18 | 12:19 | 5:09 |        | 8hrs         |
| 9-THU  | 6:43 | 12:16 | 12:17 | 5:16 |        | 8hrs         |
| 10-FRI | 7:20 | 12:08 | 12:10 | 5:00 | 40mins | 7hrs 20mins  |
| 11-SAT |      |       |       |      |        | Off          |
| 12-SUN |      |       |       |      |        | Off          |
| 13-MON | 6:49 | 12:20 | 12:21 | 4:58 |        | 10hrs 8mins  |
| 14-TUE | 7:32 | 12:05 | 12:06 | 4:33 |        | 9hrs         |
| 15-WED | 7:00 | 12:14 | 12:15 | 5:04 |        | 10hrs 3mins  |
| 16-THU | 6:39 | 12:02 | 12:03 | 5:04 |        | 10hrs 24mins |
| 17-FRI | 8:00 | 11:00 | 11:30 | 4:39 |        | 8hrs 9mins   |
| 18-SAT |      |       |       |      |        | Off          |
| 19-SUN |      |       |       |      |        | Off          |
| 20-MON |      |       |       |      |        | Holiday      |
| 21-TUE | 7:38 | 11:00 | 11:18 | 4:39 |        | 8hrs         |
| 22-WED | 7:21 | 12:12 | 12:15 | 5:02 |        | 8hrs         |
| 23-THU | 6:55 | 12:14 | 12:27 | 4:37 |        | 8hrs         |
| 24-FRI | 7:29 | 11:21 | 11:24 | 4:34 |        | 8hrs         |
| 25-SAT |      |       |       |      |        | Off          |
| 26-SUN |      |       |       |      |        | Off          |
| 27-MON | 6:44 | 12:11 | 12:25 | 4:15 |        | 8hrs         |
| 28-TUE | 7:31 | 11:07 | 11:12 | 4:37 |        | 8hrs         |
| 29-WED | 7:37 | 12:06 | 12:27 | 5:02 |        | 8hrs         |
| 30-THU | 6:58 | 12:03 | 12:28 | 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.

AVELINA V. OCLINARIA

VERIFIED as to prescribed office hours

ROSARIO P. ABELA

Department Head  
Department of Secondary Education

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(NAME)

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