

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

CHRISTY M. DESADES  
Department Head  
Department of Secondary Education

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