

DAILY TIME RECORD

NAYA, ROSEL P.

(NAME)

For the month of  
July 1 - 31, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	7:20	12:29	12:30	5:03		8hrs
2-WED	7:27	12:20	12:22	5:06		8hrs
3-THU	7:51	12:28	12:29	5:00		8hrs
4-FRI	7:46	12:09	12:11	5:00		8hrs
5-SAT	7:43	12:15	12:16	5:00		9hrs 19mins
6-SUN						Off
7-MON	6:44	12:05	12:06	5:00		8hrs
8-TUE	7:39	12:02	12:04	5:03		8hrs
9-WED	7:28	12:13	12:15	5:00		8hrs
10-THU	7:46	12:04	12:05	5:01		8hrs
11-FRI	7:12	12:01	12:03	5:06		8hrs
12-SAT	7:12	12:12	12:14	4:58		9hrs 44mins
13-SUN						Off
14-MON	7:18	12:09	12:10	5:03		8hrs
15-TUE	7:37	12:14	12:16	5:00		8hrs
16-WED	7:26	12:15	12:17	5:03		8hrs
17-THU	8:04	12:16	12:17	5:20	4mins	7hrs 56mins
18-FRI	7:33	12:05	12:06	5:00		8hrs
19-SAT	7:42	12:01	12:03	5:02		9hrs 18mins
20-SUN						Off
21-MON	7:09	12:10	12:11	5:03		8hrs
22-TUE	7:48	12:00	12:01	5:00		8hrs
23-WED	7:48	12:00	12:03	5:00		8hrs
24-THU	7:30	12:03	12:05	5:04		8hrs
25-FRI	7:12	12:04	12:06	5:00		8hrs
26-SAT	7:18	12:09	12:10	5:16		9hrs 57mins
27-SUN						Off
28-MON	6:57	12:05	12:09	5:01		8hrs
29-TUE	7:41	12:13	12:14	5:01		8hrs
30-WED	7:20	12:25	12:26	5:01		8hrs
31-THU	7:16	12:19	12:20	5:01		8hrs

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.

ROSEL P. NAYA

VERIFIED as to prescribed office hours

DODONG NEIL L. BARRIENTOS

Department Head  
Motor Pool Services Unit

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