

DAILY TIME RECORD

NAYA, ROSEL P.
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:16	12:20	12:21	5:00		8hrs
2-SAT	7:20	12:16	5:14	5:14		9hrs 53mins
3-SUN						Off
4-MON	6:53	12:08	12:09	5:00		8hrs
5-TUE	7:36	12:07	12:09	5:00		8hrs
6-WED	7:45	12:01	12:04	5:01		8hrs
7-THU	7:30	12:10	12:11	5:00		8hrs
8-FRI	7:27	12:08	12:09	5:00		8hrs
9-SAT	7:17	12:16	12:17	5:00		9hrs 42mins
10-SUN						Off
11-MON	7:01	12:04	12:06	5:02		8hrs
12-TUE	5:37	12:05	12:06	5:04		8hrs
13-WED	7:47	12:00	12:02	5:02		8hrs
14-THU	7:15	12:00	12:02	5:00		8hrs
15-FRI	7:52	12:11	12:13	5:00		8hrs
16-SAT	7:38	12:16	12:20	5:38		9hrs 56mins
17-SUN						Off
18-MON	7:02	12:01	12:02	5:00		8hrs
19-TUE	5:24	12:01	12:03	5:00		8hrs
20-WED	7:10	12:01	12:02	5:00		8hrs
21-THU	7:29	12:05	12:07	5:04		9hrs 33mins
22-FRI	7:27	12:07	12:08	5:02		8hrs
23-SAT	6:34	12:23	12:25	5:46		11hrs 10mins
24-SUN						Off
25-MON	7:20	12:40	12:41	5:04		9hrs 43mins
26-TUE	7:06	12:00	12:02	5:02		8hrs SUSPENDED 12:01 am 11:59 pm
27-WED	7:15	12:00	12:02	5:00		8hrs SUSPENDED 12:01 am 12:00 pm
28-THU	7:35	12:01	12:03	5:00		8hrs
29-FRI	7:27	12:15	12:17	5:05		8hrs
30-SAT	7:19	12:28	12:30	5:02		9hrs 41mins
31-SUN						Off

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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