

DAILY TIME RECORD

NAYA, ROSEL P.
(NAME)

For the month of
September 1 - 30, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:46	12:00	12:03	5:01		8hrs
2-TUE	7:04	12:12	12:13	5:00		8hrs
3-WED	6:44	12:03	12:04	5:40		8hrs
4-THU	7:42	12:00	12:01	5:00		8hrs
5-FRI	7:13	12:19	12:20	5:00		8hrs
6-SAT	6:55	12:29	12:30	5:18		10hrs 24mins
7-SUN						Off
8-MON	7:40	12:17	12:18	5:02		8hrs
9-TUE	7:11	12:08	1:09	5:00	9mins	7hrs 51mins
10-WED	6:56	12:05	12:06	5:00		8hrs
11-THU	7:37	12:12	12:13	5:00		8hrs
12-FRI	7:05	12:13	12:14	5:00		8hrs
13-SAT	7:08	12:45	12:46	5:03		9hrs 54mins
14-SUN						Off
15-MON	7:40	12:00	12:01	5:00		8hrs
16-TUE	7:04	12:04	12:06	5:00		8hrs
17-WED	6:27	12:03	12:05	5:01		8hrs
18-THU	7:38	12:00	12:03	5:00		8hrs
19-FRI	7:14	12:00	12:01	5:00		8hrs
20-SAT	7:12	12:05	12:07	5:02		9hrs 48mins
21-SUN						Off
22-MON	7:32	12:03	12:05			4hrs SUSPENDED 12:01 pm 11:59 pm
23-TUE	7:10	12:02	12:04	5:00		8hrs
24-WED	6:51	12:01	12:03	5:00		8hrs
25-THU	7:29	12:00	12:01			4hrs SUSPENDED 12:01 pm 11:59 pm
26-FRI	7:53	12:01	12:03	5:00		8hrs SUSPENDED 12:01 am 11:59 pm
27-SAT	7:29	12:31	12:32	5:00		9hrs 30mins
28-SUN						Off
29-MON	7:18	12:00	12:02	5:00		8hrs
30-TUE	7:04	12:32	12:33	5:00		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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