

DAILY TIME RECORD  
BUSTILLO, NORIETA B.  
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	8:16	12:02	12:03	6:06	16mins	7hrs 44mins
4-TUE	8:03	12:09	12:13	5:50	3mins	7hrs 57mins
5-WED	8:10	12:49	12:50	5:01	10mins	7hrs 50mins
6-THU	8:13	12:45	12:46	6:26	13mins	7hrs 47mins
7-FRI						SLP
8-SAT						Off
9-SUN						Off
10-MON	8:02	12:30	12:31	5:20	2mins	7hrs 58mins
11-TUE	7:58	12:40	12:41	6:27		8hrs
12-WED	8:02	12:31	12:32	6:14	2mins	7hrs 58mins
13-THU	8:03	12:37	12:37	6:18	3mins	7hrs 57mins
14-FRI	8:10	12:46	12:47	5:09	10mins	7hrs 50mins
15-SAT			1:02	4:55		3hrs 53mins
16-SUN						Off
17-MON			1:43	5:50	4hrs 43mins	3hrs 17mins
18-TUE	8:05	12:40	12:41	5:55	5mins	7hrs 55mins
19-WED	8:00	12:46	12:47	6:27		8hrs
20-THU	7:59	12:35	12:38	6:06		8hrs
21-FRI	8:01	12:38	12:41	5:25	1min	7hrs 59mins
22-SAT						Off
23-SUN						Off
24-MON	8:04	12:04	12:05	5:25	4mins	7hrs 56mins
25-TUE	7:59	12:07	12:08		4hrs SUSPENDED 1:00 pm 5:00 pm	
26-WED	7:54	12:27	12:28	5:41		8hrs
27-THU	8:02	12:46	12:47	6:18	2mins	7hrs 58mins
28-FRI	7:55	12:06	12:07	5:46		8hrs
29-SAT			2:14	5:03		2hrs 49mins
30-SUN						Off
31-MON	8:10	12:34			4hrs 10mins	3hrs 50mins

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.

NORIETA B. BUSTILLO

VERIFIED as to prescribed office hours

NICK FREDDY R. BELLO  
Department Head  
Accounting Office

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