

DAILY TIME RECORD
VERGIS, VALERIE Y.

(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	7:58	12:13	12:14	6:27		8hrs
2-THU	8:32	12:41	12:44	6:20	32mins	7hrs 28mins
3-FRI	8:20	12:33	12:34	5:51	20mins	7hrs 40mins
4-SAT						Off
5-SUN						Off
6-MON	8:06	12:34	12:35	5:20	6mins	7hrs 54mins
7-TUE	8:02	12:26	12:27	5:11	2mins	7hrs 58mins
8-WED	8:06	12:32	12:33	5:08	6mins	7hrs 54mins
9-THU	8:12	12:41	12:43	5:00	12mins	7hrs 48mins
10-FRI	8:16	12:26	12:27	5:00	16mins	7hrs 44mins
11-SAT						Off
12-SUN						Off
13-MON	10:04	12:25	12:26	5:00	2hrs 4mins	5hrs 56mins
14-TUE	9:12	12:40	12:41	5:00	1hr 12mins	6hrs 48mins
15-WED	8:14	12:42	12:43	5:04	14mins	7hrs 46mins
16-THU	8:12	12:34	12:35	5:11	12mins	7hrs 48mins
17-FRI						SL
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	8:18	12:51	12:52	6:35	18mins	7hrs 42mins
22-WED	7:24	12:42	12:43	5:20		8hrs
23-THU	8:01	12:37	12:38	5:13	1min	7hrs 59mins
24-FRI	8:06	12:45	12:46	7:18	6mins	7hrs 54mins
25-SAT						Off
26-SUN						Off
27-MON	8:01	12:41	12:42	5:50	1min	7hrs 59mins
28-TUE	8:14	12:40	12:41	6:07	14mins	7hrs 46mins
29-WED	10:09	12:39	12:40	5:52	2hrs 9mins	5hrs 51mins
30-THU						SL
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.

VALERIE Y. VERGIS

VERIFIED as to prescribed office hours

NICK FREDDY R. BELLO

Department Head
Accounting Office

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