

DAILY TIME RECORD
BALLEBAS, RHEA P.

(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	7:59	12:03	12:04	5:05		8hrs
2-THU	7:00	12:09	12:10	5:10		8hrs
3-FRI	7:58	12:10	12:51	5:10		8hrs
4-SAT	10:04	12:16	12:17	3:52		5hrs 47mins
5-SUN						Off
6-MON	8:05	12:10	12:12	5:19	5mins	7hrs 55mins
7-TUE	8:01	12:11	12:15	5:09	1min	7hrs 59mins
8-WED						OB
9-THU	8:14	12:07	12:08	5:21	14mins	7hrs 46mins
10-FRI	7:53	12:26			4hrs	4hrs
11-SAT						Off
12-SUN						Off
13-MON	7:56	12:08	12:10	5:09		8hrs
14-TUE	7:51	12:09	12:12	5:09		8hrs
15-WED	7:58	12:07	12:08	5:15		8hrs
16-THU	7:51	12:07	12:08	5:08		8hrs
17-FRI	7:58	12:12	12:13	5:10		8hrs
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	8:07	12:07	12:08	5:08	7mins	7hrs 53mins
22-WED	7:35	12:07	12:08	5:17		8hrs
23-THU	7:47	12:09	12:10	5:12		8hrs
24-FRI	7:58	12:11	12:13	5:10		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:57	12:11	12:50	5:14		8hrs
28-TUE	7:50	12:09	12:10	5:12		8hrs
29-WED	7:49	12:10	12:11	5:10		8hrs
30-THU	7:59	12:06	12:08	5:05		8hrs
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.

RHEA P. BALLEBAS

VERIFIED as to prescribed office hours

LUVILLA G. ALCOBER

Department Head
Recruitment Selection Placement and Personnel Records Office

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