

DAILY TIME RECORD  
FERNANDEZ, RUPHA GIN T.  
(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  | 7:37  | 12:05 | 12:20 | 5:01 |     | 8hrs                                   |
| 2-SAT  |       |       |       |      |     | Off                                    |
| 3-SUN  |       |       |       |      |     | Off                                    |
| 4-MON  | 7:52  | 12:04 | 12:07 | 5:01 |     | 8hrs                                   |
| 5-TUE  | 7:35  | 12:00 | 12:25 | 5:01 |     | 8hrs                                   |
| 6-WED  | 7:48  | 12:02 | 12:09 | 5:08 |     | 8hrs                                   |
| 7-THU  | 7:58  | 12:01 | 12:14 | 5:02 |     | 8hrs                                   |
| 8-FRI  | 7:48  | 12:01 | 12:19 | 5:02 |     | 8hrs                                   |
| 9-SAT  |       |       |       |      |     | Off                                    |
| 10-SUN |       |       |       |      |     | Off                                    |
| 11-MON | 7:39  | 12:03 | 12:27 | 5:05 |     | 8hrs                                   |
| 12-TUE | 7:36  | 12:00 | 12:14 | 5:05 |     | 8hrs                                   |
| 13-WED | 7:38  | 12:01 | 12:30 | 5:01 |     | 8hrs                                   |
| 14-THU | 7:38  | 12:00 | 12:12 | 5:01 |     | 8hrs                                   |
| 15-FRI | 7:47  | 12:15 | 12:26 | 5:00 |     | 8hrs                                   |
| 16-SAT |       |       |       |      |     | Off                                    |
| 17-SUN |       |       |       |      |     | Off                                    |
| 18-MON | 7:26  | 12:03 | 12:17 | 5:01 |     | 8hrs                                   |
| 19-TUE | 7:31  | 12:01 | 12:14 | 5:01 |     | 8hrs                                   |
| 20-WED | 7:37  | 12:04 | 12:17 | 5:01 |     | 8hrs                                   |
| 21-THU |       |       |       |      |     | Holiday                                |
| 22-FRI |       |       |       |      |     | OB                                     |
| 23-SAT |       |       |       |      |     | Off                                    |
| 24-SUN |       |       |       |      |     | Off                                    |
| 25-MON |       |       |       |      |     | Holiday                                |
| 26-TUE |       |       |       |      |     | SUSPENDED<br>12:01 am 11:59 pm         |
| 27-WED | 11:50 |       | 12:30 | 5:02 |     | 4hrs<br>SUSPENDED<br>12:01 am 12:00 pm |
| 28-THU | 7:51  | 12:03 | 12:17 | 5:00 |     | 8hrs                                   |
| 29-FRI | 7:39  | 12:33 | 12:35 | 5:08 |     | 8hrs                                   |
| 30-SAT |       |       |       |      |     | Off                                    |
| 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.

RUPHA GIN T. FERNANDEZ

VERIFIED as to prescribed office hours

CHONA A. BRIT

Department Head  
Guidance and Counseling Office

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(NAME)

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