

DAILY TIME RECORD
FERNANDEZ, RUPHA GIN T.
(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	7:47	12:03	12:23	5:00		8hrs
2-TUE	7:44	12:07	12:12	5:36		8hrs
3-WED	7:47	12:07	12:28	5:06		8hrs
4-THU	7:39	12:04	12:33	5:00		8hrs
5-FRI	7:51	12:02	12:15	5:02		8hrs
6-SAT						Off
7-SUN						Off
8-MON	7:45	12:03	12:20	5:04		8hrs
9-TUE	7:55	12:04	12:11	5:07		8hrs
10-WED						OB
11-THU	7:50	12:01	12:15	5:04		8hrs
12-FRI	7:05	12:02	12:16	5:01		8hrs
13-SAT						Off
14-SUN						Off
15-MON	7:49	12:06	12:12	5:02		8hrs
16-TUE	7:46	12:05	12:13	5:04		8hrs
17-WED	7:45	12:03	12:09	5:56		8hrs
18-THU	7:52	12:02	12:30	5:10		8hrs
19-FRI	7:55	12:39	12:48	5:01		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:28	12:03				4hrs SUSPENDED 12:01 pm 11:59 pm
23-TUE	7:46	12:02	12:23	5:04		8hrs
24-WED	8:35	12:11	12:41	5:19	35mins	7hrs 25mins
25-THU	7:51	12:20	12:25			4hrs SUSPENDED 12:01 pm 11:59 pm
26-FRI						SUSPENDED 12:01 am 11:59 pm
27-SAT						Off
28-SUN						Off
29-MON						OB
30-TUE						OB

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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