

DAILY TIME RECORD
FERNANDEZ, RUPHA GIN T.
(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						OB
2-THU						OB
3-FRI						OB
4-SAT						Off
5-SUN						Off
6-MON	7:58	12:03	12:18	5:00		8hrs
7-TUE	7:33	12:05	12:40	5:01		8hrs
8-WED	7:39	12:01	12:05	5:18		8hrs
9-THU	7:49	12:03	12:13	5:03		8hrs
10-FRI	7:48	12:02	12:22	5:05		8hrs
11-SAT						Off
12-SUN						Off
13-MON						VL
14-TUE	8:42	12:02	12:19	5:03	42mins	7hrs 18mins
15-WED	7:40	12:05	12:10	5:04		8hrs
16-THU	7:27	12:01	12:13	5:10		8hrs
17-FRI	7:25	12:02	12:12	5:01		8hrs
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:34	12:01	12:11	5:00		8hrs
22-WED	7:32	12:01	12:12	5:01		8hrs
23-THU	7:42	12:00	12:13	5:02		8hrs
24-FRI	7:45	12:05	1:05	5:15	5mins	7hrs 55mins
25-SAT						Off
26-SUN						Off
27-MON	7:38	12:01	12:20	5:01		8hrs
28-TUE	7:36	12:00	12:14	5:02		8hrs
29-WED	7:48	12:00	12:24	5:04		8hrs
30-THU						SLP
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.

RUPHA GIN T. FERNANDEZ

VERIFIED as to prescribed office hours

CHONA A. BRIT
Department Head
Guidance and Counseling Office

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