

DAILY TIME RECORD
MONTALBAN, APRIL ANN O.
(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	7:55	12:07	12:08	5:13		8hrs
2-THU	8:34	12:03	12:04	5:11	34mins	7hrs 26mins
3-FRI	7:47	12:18	12:19	5:07		8hrs
4-SAT						Off
5-SUN						Off
6-MON						SLP
7-TUE	7:50	12:05	12:06	5:11		8hrs
8-WED	9:32	12:11	12:12	5:06	1hr 32mins	6hrs 28mins
9-THU	7:50	12:02	12:03	5:06		8hrs
10-FRI	7:56	12:35	12:51		4hrs	4hrs
11-SAT						Off
12-SUN						Off
13-MON	7:25	12:03	12:04	5:12		8hrs
14-TUE	7:48	12:02	12:03	5:11		8hrs
15-WED	8:04	12:05	12:06	5:10	4mins	7hrs 56mins
16-THU	7:55	12:02	12:03	5:05		8hrs
17-FRI	7:59	12:07	12:08	5:11		8hrs
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:46	12:05	12:06	5:09		8hrs
22-WED	7:59	12:55	12:56	5:06		8hrs
23-THU	8:05	12:02	12:03	5:07	5mins	7hrs 55mins
24-FRI	8:01	12:04	12:05	5:17	1min	7hrs 59mins
25-SAT						Off
26-SUN						Off
27-MON	6:28	12:50	12:51	5:07		8hrs
28-TUE	7:50	12:07	12:08	5:06		8hrs
29-WED	8:09	12:07	12:09	5:09	9mins	7hrs 51mins
30-THU	7:41	12:06	12:07	5:03		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.

APRIL ANN O. MONTALBAN

VERIFIED as to prescribed office hours

RAYMUND M. IGCASAMA
Department Head
University Registrar

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