

DAILY TIME RECORD  
JULIANO, JANICE 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	12:05	12:05	5:02		8hrs
2-THU	7:59	12:07	12:08	5:04		8hrs
3-FRI	7:58	12:01	12:03	5:05		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:59	12:02	12:04	4:32	28mins	7hrs 32mins
7-TUE	8:02	12:17	12:18	5:04	2mins	7hrs 58mins
8-WED	7:56	12:04	12:06	5:16		8hrs
9-THU	7:55	12:09	12:56	5:04		8hrs
10-FRI	8:05	12:05	12:06	5:02	5mins	7hrs 55mins
11-SAT						Off
12-SUN						Off
13-MON	7:57	12:06	12:58	5:04		8hrs
14-TUE	7:58	12:02	12:51	5:06		8hrs
15-WED	7:55	12:22	12:22	5:00		8hrs
16-THU						VL
17-FRI						VL
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	9:14	12:00	12:43	5:05	1hr 14mins	6hrs 46mins
22-WED	7:54	12:02	12:03	5:19		8hrs
23-THU	7:58	12:32	12:33	5:03		8hrs
24-FRI	7:51	12:12	12:36	5:03		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:54	12:01	12:02	5:18		8hrs
28-TUE	7:57	12:02	12:47	5:01		8hrs
29-WED	7:58	9:01	12:51	5:00	2hrs 59mins	5hrs 1min
30-THU	7:38	12:07	1:01	5:09	1min	7hrs 59mins
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.

JANICE P. JULIANO

VERIFIED as to prescribed office hours

MARIA TERESA A. CRUZ

Department Head  
Internal Audit Service

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