

DAILY TIME RECORD

NAYA, ROSEL P.

(NAME)

For the month of  
April 1 - 30, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	6:47	12:46	12:47	5:00		10hrs 12mins
2-WED	7:20	12:15	12:17	5:03		8hrs
3-THU	5:32	12:40	12:41	5:22		8hrs
4-FRI	7:27	12:31	12:32	5:28		8hrs
5-SAT	7:22	12:18	12:19	5:26		10hrs 3mins
6-SUN						Off
7-MON	6:16	12:11	12:12	5:06		8hrs
8-TUE	7:29	12:16	12:17	5:04		8hrs
9-WED	7:20	12:33	5:00	5:00		9hrs 39mins
10-THU	7:43	12:09	12:10	5:01		8hrs
11-FRI	7:53	12:15	12:16	5:03		8hrs
12-SAT	7:07	12:16	12:17	5:36		10hrs 28mins
13-SUN						Off
14-MON	6:07	12:01	12:02	5:04		8hrs
15-TUE	7:25	12:04	12:05	5:10		8hrs
16-WED	7:14	12:00	12:03			4hrs SUSPENDED 12:00 pm 11:59 pm
17-THU						Holiday
18-FRI						Holiday
19-SAT	6:58	12:31	12:32	5:27		10hrs 28mins
20-SUN						Off
21-MON	6:21	12:17	12:18	5:00		8hrs
22-TUE	7:21	12:16	12:18	5:04		8hrs
23-WED	7:05	12:04	12:06	5:01		8hrs
24-THU	7:23	12:23	12:24	5:00		8hrs
25-FRI	5:35	12:20	12:21	5:03		8hrs
26-SAT	6:06	12:17	12:18	5:07		11hrs
27-SUN	6:04	12:00	1:00	5:02		9hrs 58mins
28-MON						FL
29-TUE						101ST VSU ANNIVERSARY
30-WED						FL

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.

ROSEL P. NAYA

VERIFIED as to prescribed office hours

DODONG NEIL L. BARRIENTOS

Department Head  
Motor Pool Services Unit

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