

DAILY TIME RECORD

NAYA, ROSEL P.

(NAME)

For the month of
May 1 - 31, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU	7:32	12:51	12:52	5:33		10hrs 2mins
2-FRI	7:17	12:36	12:37	5:09		8hrs
3-SAT	6:30	12:16	12:17	5:58		11hrs 27mins
4-SUN						Off
5-MON	5:50	12:11	12:12	5:03		8hrs
6-TUE	7:35	12:32	12:33	5:00		8hrs
7-WED	7:41	12:17	12:20	5:04		8hrs
8-THU	6:49	12:08	12:09	5:00		8hrs
9-FRI	7:23	12:42	12:43	5:01		8hrs
10-SAT	6:51	12:09	12:10	5:55		11hrs 3mins
11-SUN						Off
12-MON						Holiday
13-TUE	6:51	12:01	12:04	5:02		8hrs
14-WED	7:07	12:31	12:33	5:52		8hrs
15-THU	7:32	12:29	12:30	5:04		8hrs
16-FRI	7:29	12:01	12:03	5:06		8hrs
17-SAT	6:28	12:35	12:36	5:20		10hrs 51mins
18-SUN						Off
19-MON	6:39	12:05	12:05	5:05		8hrs
20-TUE	7:30	12:17	12:18	5:05		8hrs
21-WED	7:25	12:34	12:35	5:05		8hrs
22-THU	7:22	12:22	12:23	5:37		8hrs
23-FRI	7:23	12:00	12:01	5:02		8hrs
24-SAT	7:20	12:11	12:12	5:04		9hrs 43mins
25-SUN						Off
26-MON	6:07	12:17	12:18	5:21		8hrs
27-TUE	5:52	12:10	12:35	5:09		8hrs
28-WED	7:22	12:37	12:38	5:00		8hrs
29-THU	6:36	12:25	12:25	5:00		8hrs
30-FRI	7:18	12:02	12:03	5:01		8hrs
31-SAT	7:30	12:03	12:05	5:05		9hrs 33mins

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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