

DAILY TIME RECORD  
PEARCE, REINALYN G.  
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:58	12:08	12:09	5:03		8hrs
2-TUE	7:57	12:03	12:38	5:07		8hrs
3-WED	7:42	12:04	12:08	2:03	2hrs 57mins	5hrs 3mins
4-THU	7:59	12:04	12:51	5:06		8hrs
5-FRI	8:00	12:06	12:48	5:02		8hrs
6-SAT						Off
7-SUN						Off
8-MON	8:00	12:36	12:37	5:01		8hrs
9-TUE	8:18	12:12	12:13	5:05	18mins	7hrs 42mins
10-WED	7:56	12:13	12:15	5:03		8hrs
11-THU	8:01	12:09	12:10	5:05	1min	7hrs 59mins
12-FRI	7:52	12:12	12:13	5:09		8hrs
13-SAT						Off
14-SUN						Off
15-MON	7:59	12:15	12:51	5:09		8hrs
16-TUE	8:09	12:03	12:11	5:05	9mins	7hrs 51mins
17-WED	7:50	12:03	12:04	5:02		8hrs
18-THU	7:58	12:08	12:37	5:11		8hrs
19-FRI	7:55	12:11	12:12	5:07		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:58	12:17				4hrs SUSPENDED 12:01 pm 11:59 pm
23-TUE	7:57	12:03	12:46	5:06		8hrs
24-WED	7:49	12:05	12:09	5:05		8hrs
25-THU	7:55	12:09	12:10			4hrs SUSPENDED 12:01 pm 11:59 pm
26-FRI						SUSPENDED 12:01 am 11:59 pm
27-SAT						Off
28-SUN						Off
29-MON	7:57	12:03	12:52	5:24		8hrs
30-TUE	7:57	12:06	12:10	5:09		8hrs

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.

REINALYN G. PEARCE

VERIFIED as to prescribed office hours

FLORANTE G. DIDAL

Head  
Payroll and Leave Benefits Office

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