

DAILY TIME RECORD  
CALIPAYAN, RUEL B.  
(NAME)

For the month of  
February 1 - 28, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

| Day    | AM   |       | PM    |       | T/U | Total                         |
|--------|------|-------|-------|-------|-----|-------------------------------|
|        | IN   | OUT   | IN    | OUT   |     |                               |
| 1-SAT  |      |       |       |       |     | Off                           |
| 2-SUN  |      |       |       |       |     | Off                           |
| 3-MON  | 7:21 | 12:00 | 12:02 | 7:19  |     | 8hrs                          |
| 4-TUE  | 7:06 | 12:03 | 12:05 | 5:06  |     | 8hrs                          |
| 5-WED  | 6:50 | 12:00 | 12:03 | 5:01  |     | 8hrs                          |
| 6-THU  | 6:38 | 12:04 | 12:06 | 9:21  |     | 8hrs                          |
| 7-FRI  | 6:36 | 12:17 | 12:18 | 6:54  |     | 8hrs                          |
| 8-SAT  |      |       |       |       |     | Off                           |
| 9-SUN  |      |       |       |       |     | Off                           |
| 10-MON |      |       |       |       |     | SUSPENDED<br>8:00 am 11:59 pm |
| 11-TUE | 6:39 | 12:01 | 12:03 | 5:14  |     | 8hrs                          |
| 12-WED | 7:45 | 12:03 | 12:04 | 5:02  |     | 8hrs                          |
| 13-THU | 6:54 | 12:00 | 1:00  | 5:05  |     | 8hrs                          |
| 14-FRI | 7:13 | 12:01 | 12:03 | 5:02  |     | 8hrs                          |
| 15-SAT | 6:45 | 12:02 | 12:03 | 8:15  |     | 13hrs 29mins                  |
| 16-SUN |      |       |       |       |     | Off                           |
| 17-MON | 6:42 | 12:01 | 12:03 | 5:03  |     | 8hrs                          |
| 18-TUE | 6:43 | 12:01 | 12:05 | 5:05  |     | 8hrs                          |
| 19-WED | 7:03 | 12:02 | 12:04 | 10:07 |     | 8hrs                          |
| 20-THU | 6:34 | 12:00 | 12:07 | 5:06  |     | 8hrs                          |
| 21-FRI | 6:51 | 12:14 | 12:15 | 5:47  |     | 8hrs                          |
| 22-SAT |      |       | 1:04  | 5:04  |     | 4hrs                          |
| 23-SUN | 7:39 | 12:21 | 12:22 | 5:10  |     | 9hrs 30mins                   |
| 24-MON | 6:54 | 12:08 | 12:10 | 5:08  |     | 8hrs                          |
| 25-TUE | 7:45 | 12:05 | 12:07 | 5:08  |     | 8hrs                          |
| 26-WED | 7:05 | 12:10 | 12:11 | 5:08  |     | 8hrs                          |
| 27-THU | 6:56 | 12:34 | 12:35 | 11:17 |     | 8hrs                          |
| 28-FRI | 7:13 | 12:05 | 12:08 | 5:30  |     | 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.

RUEL B. CALIPAYAN

VERIFIED as to prescribed office hours

DODONG NEIL L. BARRIENTOS  
Department Head  
Motor Pool Services Unit

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