

DAILY TIME RECORD
CALIPAYAN, RUEL B.
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT	8:03	12:00	12:03	5:00		8hrs 54mins
2-SUN	7:42	12:08	12:10	5:18		9hrs 34mins
3-MON	6:37	12:01	12:02	5:12		8hrs
4-TUE	7:10	12:02	12:04	5:09		8hrs
5-WED	7:43	12:03	12:06	8:49		8hrs
6-THU	7:31	12:05	12:07	5:07		8hrs
7-FRI	7:14	12:06	12:07	9:54		8hrs
8-SAT						Off
9-SUN	7:35	12:04	12:07	5:04		9hrs 26mins
10-MON	6:52	12:07	12:08	5:05		8hrs
11-TUE	6:49	12:03	12:05	5:06		8hrs
12-WED	6:55	12:01	12:04	5:06		8hrs
13-THU	7:07	12:05	12:07	5:06		8hrs
14-FRI	7:03	12:00	1:00	5:04		8hrs
15-SAT	6:53	12:02	12:04	5:12		10hrs 17mins
16-SUN						Off
17-MON	6:38	12:04	12:08	5:07		8hrs
18-TUE	6:37	12:02	12:04	5:03		8hrs
19-WED	6:34	12:06	12:07	5:15		8hrs
20-THU	7:42	12:03	12:05	5:31		8hrs
21-FRI	7:06	12:03	12:05	5:17		8hrs
22-SAT	7:53	12:00	12:01	5:19		9hrs 25mins
23-SUN	7:46	12:04	12:05	5:02		9hrs 15mins
24-MON	6:31	12:00	12:02	7:27		8hrs
25-TUE	6:58	12:03	12:04	5:00		8hrs SUSPENDED 1:00 pm 5:00 pm
26-WED	6:59	12:04	12:06	5:08		8hrs
27-THU	6:56	12:00	12:02	5:03		8hrs
28-FRI	7:05	12:00	12:02	5:01		8hrs
29-SAT		12:03		5:02		
30-SUN		12:01		5:21		
31-MON	6:38	12:42	12:43	5:00		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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