

DAILY TIME RECORD
ESCUADRA, MARJORIE B.
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:55	12:00	12:01	5:33		8hrs
2-THU	8:00	12:17	12:19	7:16		8hrs
3-FRI	6:25	12:23	12:24	5:54		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:24	12:13	12:14	8:19		8hrs
7-TUE	7:53	12:30	12:38	6:12		8hrs
8-WED	6:29	12:10	12:11	6:01		8hrs
9-THU	8:00	12:36	12:38	7:12		8hrs
10-FRI	7:45	12:40	12:45	5:00		8hrs
11-SAT						Off
12-SUN						Off
13-MON	8:00	12:28	12:29	5:39		9hrs 38mins
14-TUE	8:00	12:19	12:20	5:28		9hrs 27mins
15-WED	7:49	12:01	12:02	5:50		10hrs
16-THU	7:45	12:08	12:30	5:19		9hrs 12mins
17-FRI	7:11	12:30	12:56	5:43		10hrs 6mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	8:00	12:04	12:05	5:44		8hrs
22-WED	6:37	12:08	12:09	6:13		8hrs
23-THU	7:42	12:29	12:30	5:55		8hrs
24-FRI	7:53	12:46	12:47	5:43		8hrs
25-SAT						Off
26-SUN						Off
27-MON	6:39	1:02	1:02	5:45	2mins	7hrs 58mins
28-TUE	8:00	12:41	12:42	5:43		8hrs
29-WED	7:03	12:23	12:24	6:05		8hrs
30-THU	7:51	12:30	12:50	5:10		8hrs
31-FRI						Holiday

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.

MARJORIE B. ESCUADRA

VERIFIED as to prescribed office hours

SYRENE P. NAYRE

Department Head
Department of Hospitality Management

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