

DAILY TIME RECORD

CAÑA, RANDY G.

(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		12:35	12:50	5:11	4hrs	4hrs
2-THU		12:04	12:21	5:01	4hrs	4hrs
3-FRI						Absent
4-SAT						Off
5-SUN						Off
6-MON				5:18	8hrs	
7-TUE	7:06			5:02	8hrs	
8-WED	7:34	12:31	12:48		4hrs	4hrs
9-THU	7:05	12:00	12:03	5:12		8hrs
10-FRI	7:57	12:10	12:12	4:56	4mins	7hrs 56mins
11-SAT						Off
12-SUN						Off
13-MON				5:02	8hrs	
14-TUE	7:22	12:06	12:08	5:11		8hrs
15-WED		12:27	12:33		8hrs	
16-THU	7:59	12:43	12:51	5:00		8hrs
17-FRI		12:01	12:08	5:04	4hrs	4hrs
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:16			5:05	8hrs	
22-WED	7:09			5:00	8hrs	
23-THU		12:09	12:37	5:00	4hrs	4hrs
24-FRI	7:29	12:37	12:40		4hrs	4hrs
25-SAT						Off
26-SUN						Off
27-MON		12:51	12:54	5:00	4hrs	4hrs
28-TUE						Absent
29-WED		12:05	12:55	5:07	4hrs	4hrs
30-THU		12:23	12:26		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.

RANDY G. CAÑA

VERIFIED as to prescribed office hours

ULDERICO B. ALVIOLA

Department Head
Publishing House

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