

DAILY TIME RECORD
PAQUIBULAN, PAULA NADREA M.
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	8:32	12:31	12:32	5:11	32mins	7hrs 28mins
3-TUE	8:30	12:09	12:10	5:10	30mins	7hrs 30mins
4-WED	9:00	12:02	12:05	5:30	1hr	7hrs
5-THU	8:27	12:02	12:03	5:10	27mins	7hrs 33mins
6-FRI						Holiday
7-SAT						Off
8-SUN						Off
9-MON	8:00	12:03	12:19	5:00		8hrs
10-TUE	8:09	12:11	12:16	5:08	9mins	7hrs 51mins
11-WED	8:00	12:00	12:02	5:00		8hrs
12-THU						Holiday
13-FRI						CDO
14-SAT						Off
15-SUN						Off
16-MON	8:00	12:00	12:01	5:13		8hrs
17-TUE	9:14	12:00	12:01	5:00	1hr 14mins	6hrs 46mins
18-WED	8:48	12:30	12:43	5:09	48mins	7hrs 12mins
19-THU	8:30	12:19	12:21	5:02	30mins	7hrs 30mins
20-FRI						CDO
21-SAT						Off
22-SUN						Off
23-MON	9:17	12:03	12:05	5:02	1hr 17mins	6hrs 43mins
24-TUE	8:57	12:00	12:01	5:30	57mins	7hrs 3mins
25-WED	8:47	12:06	12:13	5:05	47mins	7hrs 13mins
26-THU	9:25	12:09	12:12	5:10	1hr 25mins	6hrs 35mins
27-FRI						CDO
28-SAT						Off
29-SUN						Off
30-MON	8:48	12:07	12:09	5:10	48mins	7hrs 12mins

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.

PAULA NADREA M. PAQUIBULAN

VERIFIED as to prescribed office hours

CHERRY N. ROLA

Department Head
Department of Arts, Languages, and Literature

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