

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

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

| Day    | AM   |       | PM    |      | T/U        | Total       |
|--------|------|-------|-------|------|------------|-------------|
|        | IN   | OUT   | IN    | OUT  |            |             |
| 1-TUE  |      |       |       |      |            | CDO         |
| 2-WED  | 8:47 | 12:12 | 12:15 | 5:09 | 47mins     | 7hrs 13mins |
| 3-THU  | 8:30 | 12:07 | 12:08 | 5:30 | 30mins     | 7hrs 30mins |
| 4-FRI  | 8:50 | 12:04 | 12:07 | 5:06 | 50mins     | 7hrs 10mins |
| 5-SAT  |      |       |       |      |            | Off         |
| 6-SUN  |      |       |       |      |            | Off         |
| 7-MON  | 8:40 | 12:00 | 12:01 | 5:01 | 40mins     | 7hrs 20mins |
| 8-TUE  | 8:35 | 12:56 | 12:58 | 5:03 | 35mins     | 7hrs 25mins |
| 9-WED  |      |       |       |      |            | Absent      |
| 10-THU | 9:00 | 12:20 | 12:23 | 5:03 | 1hr        | 7hrs        |
| 11-FRI | 9:16 | 12:23 | 12:29 | 5:03 | 1hr 16mins | 6hrs 44mins |
| 12-SAT |      |       |       |      |            | Off         |
| 13-SUN |      |       |       |      |            | Off         |
| 14-MON | 9:32 | 12:00 | 12:02 | 5:00 | 1hr 32mins | 6hrs 28mins |
| 15-TUE | 9:12 | 12:22 | 12:28 | 5:01 | 1hr 12mins | 6hrs 48mins |
| 16-WED | 9:19 | 12:12 | 12:20 | 5:04 | 1hr 19mins | 6hrs 41mins |
| 17-THU |      |       |       |      |            | SL          |
| 18-FRI | 9:18 | 12:11 | 12:15 | 5:02 | 1hr 18mins | 6hrs 42mins |
| 19-SAT |      |       |       |      |            | Off         |
| 20-SUN |      |       |       |      |            | Off         |
| 21-MON | 9:48 | 12:12 | 12:13 | 5:04 | 1hr 48mins | 6hrs 12mins |
| 22-TUE | 9:08 | 12:02 | 12:03 | 5:30 | 1hr 8mins  | 6hrs 52mins |
| 23-WED |      |       |       |      |            | SL          |
| 24-THU | 8:00 | 12:00 | 12:10 | 6:45 |            | 8hrs        |
| 25-FRI | 8:00 | 12:05 | 12:15 | 5:00 |            | 8hrs        |
| 26-SAT |      |       |       |      |            | Off         |
| 27-SUN |      |       |       |      |            | Off         |
| 28-MON | 9:16 | 12:30 | 12:32 | 5:09 | 1hr 16mins | 6hrs 44mins |
| 29-TUE |      |       |       |      |            | SL          |
| 30-WED | 9:28 | 12:00 | 12:23 | 5:06 | 1hr 28mins | 6hrs 32mins |
| 31-THU | 8:10 | 12:17 | 12:21 | 5:12 | 10mins     | 7hrs 50mins |

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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(NAME)

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