

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

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI						CDO
2-SAT						Off
3-SUN						Off
4-MON	8:59	12:11	12:18	5:03	59mins	7hrs 1min
5-TUE	8:39	12:18	12:20	5:03	39mins	7hrs 21mins
6-WED	8:25	12:30	12:54	5:11	25mins	7hrs 35mins
7-THU	8:27	12:02	12:06	5:30	27mins	7hrs 33mins
8-FRI						CDO
9-SAT						Off
10-SUN						Off
11-MON	8:45	12:03	12:03	5:10	45mins	7hrs 15mins
12-TUE	9:16	12:00	12:10	5:08	1hr 16mins	6hrs 44mins
13-WED						Absent
14-THU						Absent
15-FRI						Absent
16-SAT						Off
17-SUN						Off
18-MON						Absent
19-TUE						Absent
20-WED						Absent
21-THU						Holiday
22-FRI						Absent
23-SAT						Off
24-SUN						Off
25-MON						Holiday
26-TUE						SUSPENDED 12:01 am 11:59 pm
27-WED						SUSPENDED 12:01 am 12:00 pm
28-THU						Absent
29-FRI						Absent
30-SAT						Off
31-SUN						Off

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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