

DAILY TIME RECORD  
GERALDO, MONA NENA B.  
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:25	12:06	12:08	5:24		8hrs
2-TUE	8:00	12:31	12:36	5:23		8hrs
3-WED	7:57	12:06	12:08	5:10		8hrs
4-THU	7:21	12:04	12:06	5:37		8hrs
5-FRI	8:03	12:10	12:13	5:44	3mins	7hrs 57mins
6-SAT						Off
7-SUN						Off
8-MON						SLP
9-TUE	7:56	12:17	12:18	7:06		8hrs
10-WED	8:03	12:06	12:08	5:17	3mins	7hrs 57mins
11-THU	8:00	12:17	12:19	6:52		8hrs
12-FRI	7:57	12:30	12:32	5:26		8hrs
13-SAT						Off
14-SUN						Off
15-MON	7:27	12:15	12:17	5:33		8hrs
16-TUE	8:02	12:03	12:04	5:17	2mins	7hrs 58mins
17-WED	7:49	12:13	12:14	7:28		8hrs
18-THU	7:55	12:48	12:49	5:39		8hrs
19-FRI	8:13	12:04			4hrs 13mins	3hrs 47mins
20-SAT						Off
21-SUN						Off
22-MON	8:01	12:00	12:01	3:21		6hrs 20mins SUSPENDED 12:01 pm 11:59 pm
23-TUE	7:49	12:07	12:18	5:30		8hrs
24-WED	7:57	12:10	12:11	5:31		8hrs
25-THU	7:56	12:06	12:09	3:56		6hrs 56mins SUSPENDED 12:01 pm 11:59 pm
26-FRI						SUSPENDED 12:01 am 11:59 pm
27-SAT						Off
28-SUN						Off
29-MON	7:54	12:26	12:28	6:19		8hrs
30-TUE	7:53	12:20	12:22	5:32		8hrs

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.

MONA NENA B. GERALDO

VERIFIED as to prescribed office hours

ALICIA M. FLORES

Department Head  
Budgeting Office

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