

**DAILY TIME RECORD**  
**MARTINEZ, SEREGENA RUTH L.**  
(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	7:55	12:01	12:10	5:02		8hrs
2-THU	7:59	12:06	12:08	5:06		8hrs
3-FRI	7:58	12:00	12:05	5:21		8hrs
4-SAT	6:59	10:24				
5-SUN						Off
6-MON	7:59	12:00	12:05	5:10		8hrs
7-TUE	7:50	12:02	12:11	5:23		8hrs
8-WED	7:56	12:00	12:10	5:07		8hrs
9-THU	7:56	12:01	12:08	5:23		8hrs
10-FRI	7:56	12:09	12:10	5:04		8hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT	6:53	10:22				
12-SUN						Off
13-MON	7:55	12:01	12:04	5:10		9hrs 12mins
14-TUE	7:59	12:22	12:23	5:09		9hrs 9mins
15-WED	7:55	12:01	12:03	5:26		9hrs 29mins
16-THU	7:41	12:01	12:08	5:02		9hrs 14mins
17-FRI	7:50	12:00	12:03	5:12		9hrs 19mins
18-SAT	6:43	10:12				
19-SUN						Off
20-MON						Holiday
21-TUE	7:39	12:01	12:05	5:25		8hrs
22-WED	7:51	12:01	12:05	5:07		8hrs
23-THU	7:58	12:01	12:08	5:07		8hrs
24-FRI	7:37	12:01	12:02	5:02		8hrs
25-SAT	6:52	10:10				
26-SUN						Off
27-MON	7:53	12:04	12:06	5:07		8hrs
28-TUE	7:54	12:14	12:20	5:15		8hrs
29-WED	7:55	12:02	12:04	5:04		8hrs
30-THU	7:54	12:02	12:11	5:07		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.

**SEREGENA RUTH L. MARTINEZ**

VERIFIED as to prescribed office hours

**CHERRY N. ROLA**

Department Head  
Department of Arts, Languages, and Literature

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