

DAILY TIME RECORD
GALVEZ, LORINA A.

(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	8:05	12:05	12:30	5:01	5mins	7hrs 55mins
2-THU	7:46	12:01	12:10	8:02		8hrs
3-FRI	7:20	12:11	12:25	5:20		8hrs
4-SAT						Off
5-SUN						Off
6-MON						OB
7-TUE						OB
8-WED						OB
9-THU						OB
10-FRI						OB
11-SAT						Off
12-SUN						Off
13-MON	8:00	12:36	12:40	5:33		9hrs 29mins
14-TUE	8:06	12:01	12:03	5:05		8hrs 57mins
15-WED	8:03	12:04	12:07	5:14		9hrs 8mins
16-THU	7:56	12:02	12:04	5:04		9hrs 6mins
17-FRI	8:04	12:14	12:15	7:04		10hrs 59mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:51	12:03	12:33	5:03		8hrs
22-WED	7:58	12:08	12:09	5:19		8hrs
23-THU	8:02	12:05	12:20	5:07	2mins	7hrs 58mins
24-FRI	7:48	12:56	1:00	5:07		8hrs
25-SAT						Off
26-SUN						Off
27-MON						OB
28-TUE						OB
29-WED	7:41	12:50	12:53	5:03		8hrs
30-THU	8:00	12:00	1:00	5:00		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.

LORINA A. GALVEZ

VERIFIED as to prescribed office hours

LYNETTE C. CIMAFRANCA

Department Head
Department of Food Science and Technology

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