

DAILY TIME RECORD
GARCIA, EUNICE B.
(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 | 8:30 | 12:50 | 12:55 | 5:02 | 30mins | 7hrs 30mins |
| 2-THU | 7:56 | 12:06 | 12:07 | 5:19 | | 8hrs |
| 3-FRI | 7:49 | 12:22 | 12:24 | 5:34 | | 8hrs |
| 4-SAT | | | | | | Off |
| 5-SUN | | | | | | Off |
| 6-MON | 7:55 | 12:01 | 12:27 | 6:47 | | 8hrs |
| 7-TUE | 7:54 | 12:37 | 12:39 | 5:29 | | 8hrs |
| 8-WED | 7:46 | 12:21 | 12:22 | 5:10 | | 8hrs |
| 9-THU | 7:58 | 12:30 | 12:35 | 5:56 | | 8hrs |
| 10-FRI | 7:53 | 12:12 | 12:30 | 5:02 | | 8hrs SUSPENDED 12:00 pm 11:59 pm |
| 11-SAT | | | | | | Off |
| 12-SUN | | | | | | Off |
| 13-MON | 7:35 | 12:54 | 12:57 | 5:02 | | 9hrs 24mins |
| 14-TUE | 7:51 | 12:22 | 12:30 | 5:03 | | 9hrs 4mins |
| 15-WED | | | | | | OB |
| 16-THU | 7:58 | 12:51 | 12:53 | 5:12 | | 9hrs 12mins |
| 17-FRI | 7:56 | 12:23 | 12:25 | 5:10 | | 9hrs 12mins |
| 18-SAT | | | | | | Off |
| 19-SUN | | | | | | Off |
| 20-MON | | | | | | Holiday |
| 21-TUE | 8:04 | 12:15 | 12:27 | 5:05 | 4mins | 7hrs 56mins |
| 22-WED | 7:59 | 12:11 | 12:38 | 5:01 | | 8hrs |
| 23-THU | 7:51 | 12:13 | 12:19 | 5:05 | | 8hrs |
| 24-FRI | 7:58 | 12:02 | 12:32 | 5:03 | | 8hrs |
| 25-SAT | | | | | | Off |
| 26-SUN | | | | | | Off |
| 27-MON | 7:54 | 12:12 | 12:36 | 5:06 | | 8hrs |
| 28-TUE | 7:58 | 12:52 | 12:55 | 5:07 | | 8hrs |
| 29-WED | 7:51 | 12:03 | 12:07 | 5:04 | | 8hrs |
| 30-THU | 7:31 | 12:21 | 12:28 | 5:02 | | 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.

EUNICE B. GARCIA

VERIFIED as to prescribed office hours

ROSARIO P. ABELA

Department Head
Department of Secondary Education

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(NAME)

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