

**DAILY TIME RECORD**  
**MONTERON, KAREN ABEGAIL S.**  
(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	8:03	12:02	12:05	5:19	3mins	7hrs 57mins
2-THU	8:02	12:08	12:09	5:14	2mins	7hrs 58mins
3-FRI	8:02	12:06	12:07	5:27	2mins	7hrs 58mins
4-SAT						Off
5-SUN						Off
6-MON	7:56	12:05	12:10	5:21		8hrs
7-TUE	8:02	12:06	12:08	5:07	2mins	7hrs 58mins
8-WED	7:57	12:07	12:09	5:09		8hrs
9-THU	8:06	12:14	1:00	5:17	6mins	7hrs 54mins
10-FRI	8:04	12:05	12:57			3hrs 56mins SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:53	12:12	12:14	5:20		8hrs
14-TUE	8:01	12:20	12:50	5:01	1min	7hrs 59mins
15-WED	8:00	12:07	12:10	5:09		8hrs
16-THU	7:59	12:07	12:08	5:06		8hrs
17-FRI	8:02	12:04	12:08	5:09	2mins	7hrs 58mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:55	12:05	1:00	5:16		8hrs
22-WED	7:59	12:17	12:24	5:00		8hrs
23-THU	8:00	12:07	12:10	5:21		8hrs
24-FRI	8:00	12:17	12:19	5:13		8hrs
25-SAT						Off
26-SUN						Off
27-MON						CDO
28-TUE	8:00	12:10	12:16	5:13		8hrs
29-WED	8:01	12:05	12:11	6:10	1min	7hrs 59mins
30-THU	7:57	12:10	12:16	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.

**KAREN ABEGAIL S. MONTERON**

VERIFIED as to prescribed office hours

**PROSE IVY G. YEPES**  
President  
Office of the President

**DAILY TIME RECORD**  
**MONTERON, KAREN ABEGAIL S.**  
(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	8:03	12:02	12:05	5:19	3mins	7hrs 57mins
2-THU	8:02	12:08	12:09	5:14	2mins	7hrs 58mins
3-FRI	8:02	12:06	12:07	5:27	2mins	7hrs 58mins
4-SAT						Off
5-SUN						Off
6-MON	7:56	12:05	12:10	5:21		8hrs
7-TUE	8:02	12:06	12:08	5:07	2mins	7hrs 58mins
8-WED	7:57	12:07	12:09	5:09		8hrs
9-THU	8:06	12:14	1:00	5:17	6mins	7hrs 54mins
10-FRI	8:04	12:05	12:57			3hrs 56mins SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:53	12:12	12:14	5:20		8hrs
14-TUE	8:01	12:20	12:50	5:01	1min	7hrs 59mins
15-WED	8:00	12:07	12:10	5:09		8hrs
16-THU	7:59	12:07	12:08	5:06		8hrs
17-FRI	8:02	12:04	12:08	5:09	2mins	7hrs 58mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:55	12:05	1:00	5:16		8hrs
22-WED	7:59	12:17	12:24	5:00		8hrs
23-THU	8:00	12:07	12:10	5:21		8hrs
24-FRI	8:00	12:17	12:19	5:13		8hrs
25-SAT						Off
26-SUN						Off
27-MON						CDO
28-TUE	8:00	12:10	12:16	5:13		8hrs
29-WED	8:01	12:05	12:11	6:10	1min	7hrs 59mins
30-THU	7:57	12:10	12:16	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.

**KAREN ABEGAIL S. MONTERON**

VERIFIED as to prescribed office hours

**PROSE IVY G. YEPES**  
President  
Office of the President