

DAILY TIME RECORD  
GALUPO, PHLOEM D.

(NAME)

For the month of  
February 1 - 28, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	7:50	12:06	12:16	7:46		8hrs
4-TUE	7:56	12:45	12:47	8:32		8hrs
5-WED						Absent
6-THU	7:51	12:08	12:32	6:40		8hrs
7-FRI						SLP
8-SAT						Off
9-SUN						Off
10-MON	7:41	12:06	12:09	5:19		8hrs SUSPENDED 8:00 am 11:59 pm
11-TUE	7:52	12:42	12:43	5:14		8hrs
12-WED	7:53	12:10	12:24	5:14		8hrs
13-THU	7:57	12:13	12:20	5:16		8hrs
14-FRI	7:57	12:01	12:05	7:23		8hrs
15-SAT						Off
16-SUN						Off
17-MON	7:46	12:01	12:09	5:30		8hrs
18-TUE	7:51	12:24	12:37	10:10		8hrs
19-WED	7:56	12:03	12:10	8:03		8hrs
20-THU	7:51	12:31	12:33	10:11		8hrs
21-FRI	7:54	12:15	12:25	8:18		8hrs
22-SAT	10:42	12:33	12:35	8:29		9hrs 45mins
23-SUN						Off
24-MON	8:07	12:11	12:32	5:28	7mins	7hrs 53mins
25-TUE						MAL
26-WED						MAL
27-THU						MAL
28-FRI						MAL

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.

PHLOEM D. GALUPO

VERIFIED as to prescribed office hours

MARLON G. BURLAS

Department Head  
General Services Office

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