

DAILY TIME RECORD  
GALUPO, PHLOEM D.  
(NAME)

For the month of  
May 1 - 31, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU						Holiday
2-FRI	7:37	12:04	12:07	7:41		8hrs
3-SAT						Off
4-SUN						Off
5-MON	7:50	12:09	12:35	6:01		8hrs
6-TUE	8:02	12:18	12:19	5:13	2mins	7hrs 58mins
7-WED	7:57	12:49	12:57	5:03		8hrs
8-THU	7:54	12:01	12:03	5:32		8hrs
9-FRI	7:56	12:19	12:20	5:10		8hrs
10-SAT						Off
11-SUN						Off
12-MON						Holiday
13-TUE	7:50	12:52	12:55	5:14		8hrs
14-WED	7:53	12:33	12:34	5:08		8hrs
15-THU	7:41	12:08	12:11	5:10		8hrs
16-FRI	7:52	12:09	12:13	6:10		8hrs
17-SAT						Off
18-SUN						Off
19-MON	7:49	12:36	12:37	5:09		8hrs
20-TUE	7:56	12:09	12:21	5:19		8hrs
21-WED			12:42	8:16		4hrs (SLP half day)
22-THU	7:57	12:25	12:27	5:25		8hrs
23-FRI	7:55	12:34	12:36	5:17		8hrs
24-SAT						Off
25-SUN						Off
26-MON	7:49	12:03	12:05	5:19		8hrs
27-TUE	7:50	12:01	12:04	5:19		8hrs
28-WED	7:59	12:09	12:10	5:15		8hrs
29-THU	7:48	12:08	12:09	5:06		8hrs
30-FRI						OB
31-SAT						OB

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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