

DAILY TIME RECORD
GALUPO, PHLOEM D.
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	7:49	12:43	12:44	5:27		8hrs
2-WED	7:52	12:06	12:11	5:21		8hrs
3-THU	7:56	12:09	12:16	5:16		8hrs
4-FRI	7:56	12:09	12:12	5:10		8hrs
5-SAT	8:44	12:00	12:05	5:55		9hrs 6mins
6-SUN						Off
7-MON	7:53	12:03	12:05	5:41		8hrs
8-TUE	7:53	12:53	12:55	5:24		8hrs
9-WED	7:54	12:48	12:51	5:10		8hrs
10-THU						OB
11-FRI						OB
12-SAT						Off
13-SUN						Off
14-MON	8:00	12:06	12:14	5:17		8hrs
15-TUE	7:57	12:55	12:57	5:04		8hrs
16-WED	7:57	12:08	12:11	5:14		8hrs
17-THU	8:00	12:09	12:11	5:01		8hrs
18-FRI	7:56	12:07	12:38	5:05		8hrs
19-SAT						Off
20-SUN						Off
21-MON	8:00	12:07	12:11	5:15		8hrs
22-TUE	7:57	12:04	12:07	5:28		8hrs
23-WED	7:56	12:46	12:50	5:05		8hrs
24-THU	7:56	12:04	12:05	7:24		8hrs
25-FRI	7:47	12:06	12:26	5:20		8hrs
26-SAT		12:08				
27-SUN						Off
28-MON	7:45	12:52	12:58	5:16		8hrs
29-TUE	7:53	12:26	12:29	7:46		8hrs
30-WED	7:53	12:29	12:31	5:15		8hrs
31-THU	7:39	12:06	12:16	5:25		8hrs

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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