

DAILY TIME RECORD
GALUPO, PHLOEM D.
(NAME)

For the month of
April 1 - 30, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED						MAL
3-THU						MAL
4-FRI						MAL
5-SAT						Off
6-SUN						Off
7-MON						MAL
8-TUE						MAL
9-WED						Holiday
10-THU						MAL
11-FRI						MAL
12-SAT						Off
13-SUN						Off
14-MON						MAL
15-TUE						MAL
16-WED						MAL
17-THU						Holiday
18-FRI						Holiday
19-SAT						Off
20-SUN						Off
21-MON						MAL
22-TUE						MAL
23-WED						MAL
24-THU						MAL
25-FRI						MAL
26-SAT						Off
27-SUN						Off
28-MON						101ST VSU ANNIVERSARY
29-TUE						101ST VSU ANNIVERSARY
30-WED						101ST VSU ANNIVERSARY

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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