

DAILY TIME RECORD
POLIQUIT, MARIA ARIES O.

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	9:20	12:23	12:24	6:16		6hrs
2-TUE	7:59	12:31	12:32	7:26		8hrs 30mins
3-WED	6:42	12:24	12:25	7:15		11hrs
4-THU	7:12	12:38	12:39	5:38		6hrs
5-FRI	8:03	12:40	12:41	7:00		8hrs 30mins
6-SAT						Off
7-SUN						Off
8-MON						OB
9-TUE						OB
10-WED						OB
11-THU						OB
12-FRI						OB
13-SAT						Off
14-SUN						Off
15-MON	7:22	12:34	12:35	6:29		6hrs
16-TUE	7:42	12:20	12:21	7:10		8hrs 30mins
17-WED	7:07	12:18	12:19	7:32	7mins	10hrs 53mins
18-THU	7:27	12:15	12:16	5:32		6hrs
19-FRI	7:48	12:36	12:36	6:47		8hrs 30mins
20-SAT						Off
21-SUN						Off
22-MON						OB
23-TUE						OB
24-WED						OB
25-THU	8:51	12:50				2hrs SUSPENDED 12:01 pm 11:59 pm
26-FRI						SUSPENDED 12:01 am 11:59 pm
27-SAT						Off
28-SUN						Off
29-MON	8:30	12:07	12:08	5:37		6hrs
30-TUE	7:52	12:10	12:11	7:04		8hrs 30mins

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.

MARIA ARIES O. POLIQUIT

VERIFIED as to prescribed office hours

DORYN JAN L. AVILA
Department Head
Department of Business and Management

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