

DAILY TIME RECORD
GALUPO, PHLOEM D.
(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	7:51	12:07	12:09	5:39		8hrs
2-TUE	7:50	12:34		5:27	4hrs	4hrs
3-WED	7:48	12:01	12:08	5:11		8hrs
4-THU	8:00	12:51	12:52	5:20		8hrs
5-FRI	7:54	12:07	12:12	5:30		8hrs
6-SAT	10:57	12:00	12:05	8:00		8hrs 58mins
7-SUN						Off
8-MON	6:51	12:09	12:20	5:18		8hrs
9-TUE	7:55	12:07	12:20	5:43		8hrs
10-WED	7:50	12:02	12:19	5:10		8hrs
11-THU	7:54	12:06	12:13	6:18		8hrs
12-FRI	7:53	12:05	12:07		4hrs	4hrs
13-SAT						Off
14-SUN						Off
15-MON						FL
16-TUE						FL
17-WED	7:54	12:19	12:31	5:22		8hrs
18-THU						MAL
19-FRI						MAL
20-SAT						Off
21-SUN						Off
22-MON						MAL
23-TUE						MAL
24-WED						MAL
25-THU						MAL
26-FRI						MAL
27-SAT						Off
28-SUN						Off
29-MON						MAL
30-TUE						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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