

DAILY TIME RECORD  
MANGAOANG, WELLA MARIE A.  
(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	6:44	12:26	1:21	6:31		9hrs
2-TUE	6:49	2:13	2:14	7:37		9hrs
3-WED	8:01	12:53			1min	3hrs 59mins
4-THU	6:46	12:18	12:21	6:34		9hrs
5-FRI	7:03	1:03	1:04	7:03		9hrs
6-SAT	8:19	12:26				
7-SUN						Off
8-MON	6:55	12:22	12:23	6:39		9hrs
9-TUE	6:53	1:04	1:05	7:02		9hrs
10-WED	7:50	12:13				4hrs
11-THU	6:45	12:30	12:31	6:30		9hrs
12-FRI	6:49	1:06	1:07	7:08		9hrs
13-SAT	9:00	12:01				
14-SUN						Off
15-MON	6:44	12:37	12:38	6:30		9hrs
16-TUE	6:54	1:03	1:04	7:07		9hrs
17-WED	7:48	12:04				4hrs
18-THU	6:44	1:01	1:02	6:31		9hrs
19-FRI	6:53	1:16	1:17	7:15		9hrs
20-SAT	7:38	12:45				
21-SUN						Off
22-MON						OB
23-TUE						OB
24-WED						OB
25-THU	6:56		6:56	3:48		1hr 18mins SUSPENDED 12:01 pm 11:59 pm
26-FRI						SUSPENDED 12:01 am 11:59 pm
27-SAT						Off
28-SUN						Off
29-MON	6:53	1:28	1:29	6:30		9hrs
30-TUE	6:56	1:02	1:03	7:12		9hrs

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.

WELLA MARIE A. MANGAOANG

VERIFIED as to prescribed office hours

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

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