

DAILY TIME RECORD
UMPAD, MA. ELSA M.
(NAME)

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

| Day | AM | | PM | | T/U | Total |
|--------|------|-------|-------|------|-----|--|
| | IN | OUT | IN | OUT | | |
| 1-FRI | 7:33 | 12:00 | 12:01 | 5:17 | | 8hrs |
| 2-SAT | | | | | | Off |
| 3-SUN | | | | | | Off |
| 4-MON | 7:22 | 12:08 | 12:10 | 5:08 | | 8hrs |
| 5-TUE | 7:26 | 12:01 | 12:04 | 5:06 | | 8hrs |
| 6-WED | 7:17 | 12:08 | 12:09 | 5:24 | | 8hrs |
| 7-THU | 7:33 | 12:02 | 12:04 | 5:17 | | 8hrs |
| 8-FRI | 7:53 | 12:15 | 12:16 | 5:18 | | 8hrs |
| 9-SAT | | | | | | Off |
| 10-SUN | | | | | | Off |
| 11-MON | | | | | | SL |
| 12-TUE | 7:46 | 12:00 | 12:05 | 5:35 | | 8hrs |
| 13-WED | 7:35 | 12:43 | 12:45 | 5:20 | | 8hrs |
| 14-THU | 7:05 | 12:46 | 12:48 | 5:06 | | 8hrs |
| 15-FRI | | | | | | SL |
| 16-SAT | | | | | | Off |
| 17-SUN | | | | | | Off |
| 18-MON | 7:45 | 12:00 | 12:03 | 5:14 | | 8hrs |
| 19-TUE | 7:37 | 12:05 | 12:06 | 5:19 | | 8hrs |
| 20-WED | 7:24 | 12:08 | 12:10 | 5:38 | | 8hrs |
| 21-THU | | | | | | Holiday |
| 22-FRI | 7:45 | 12:10 | 12:12 | 5:28 | | 8hrs |
| 23-SAT | | | | | | Off |
| 24-SUN | | | | | | Off |
| 25-MON | | | | | | Holiday |
| 26-TUE | | | | | | SUSPENDED 12:01 am 11:59 pm |
| 27-WED | | | 12:14 | 5:11 | | 4hrs SUSPENDED 12:01 am 12:00 pm |
| 28-THU | 7:39 | 12:02 | 12:03 | 5:08 | | 8hrs |
| 29-FRI | 7:40 | 12:02 | 12:43 | 5:17 | | 8hrs |
| 30-SAT | | | | | | Off |
| 31-SUN | | | | | | Off |

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.

MA. ELSA M. UMPAD

VERIFIED as to prescribed office hours

PROSE IVY G. YEPES
President
Office of the President

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