

DAILY TIME RECORD
MANGAOANG, WELLA MARIE A.

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:38	3:46				4hrs
2-THU	6:56	1:09	1:11	6:33		9hrs
3-FRI	6:51	2:03	2:04	7:07		9hrs
4-SAT						Off
5-SUN						Off
6-MON	6:44	12:30	12:31	7:00		9hrs
7-TUE	6:51	1:03	1:04	7:02		9hrs
8-WED						OB
9-THU						OB
10-FRI						OB
11-SAT						Off
12-SUN						Off
13-MON	6:46	1:03	1:04	6:42		11hrs 55mins
14-TUE	6:34	1:29	1:30	9:04		14hrs 29mins
15-WED	7:58	1:05	1:06	5:30		9hrs 31mins
16-THU	6:59	1:00	1:01	7:59		12hrs 59mins
17-FRI						OB
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:00	2:28	2:29	7:00		9hrs
22-WED	7:59	12:14				4hrs
23-THU	6:55	1:03	1:04	9:31		9hrs
24-FRI	7:00	1:00	1:01	7:04		9hrs
25-SAT						Off
26-SUN						Off
27-MON	7:02	2:00	2:01	6:30	2mins	8hrs 58mins
28-TUE	6:54	1:30	1:31	7:05		9hrs
29-WED	7:25	12:39				4hrs
30-THU	6:47	1:11	1:12	8:35		9hrs
31-FRI						Holiday

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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