

DAILY TIME RECORD
BAÑOC, ELMERA Y.
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT			12:33	9:35		9hrs 2mins
2-SUN						Off
3-MON	7:20	12:09	12:26	9:44		8hrs
4-TUE	7:59	12:08	12:26	5:30		8hrs
5-WED						OB
6-THU	7:56	12:36	12:39	5:01		8hrs
7-FRI	8:05	12:19	12:20	8:01	5mins	7hrs 55mins
8-SAT						Off
9-SUN						Off
10-MON	7:58	12:09	12:10	5:07		8hrs
11-TUE	7:52	12:06	12:07	10:11		8hrs
12-WED	7:55	12:41	12:54	5:22		8hrs
13-THU	8:11	12:23	12:24	5:00	11mins	7hrs 49mins
14-FRI	8:03	12:40	12:41	5:08	3mins	7hrs 57mins
15-SAT						Off
16-SUN						Off
17-MON	7:55	12:10	12:51	5:13		8hrs
18-TUE						OB
19-WED						OB
20-THU						OB
21-FRI						OB
22-SAT						Off
23-SUN						Off
24-MON	7:58	12:04	12:26	5:10		8hrs
25-TUE						FL
26-WED	8:00	12:22	12:27	5:19		8hrs
27-THU	7:59	12:01	12:20	5:52		8hrs
28-FRI	8:12	12:04	12:05	5:22	12mins	7hrs 48mins
29-SAT		10:27				
30-SUN						Off
31-MON			1:52		8hrs	

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.

ELMERA Y. BAÑOC

VERIFIED as to prescribed office hours

MIKE LAURENCE V. LUMEN

Department Head
University Integrated Media and Public Affairs

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