

DAILY TIME RECORD  
MAGNO, JESUSA M.  
(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						Off
2-SUN						Off
3-MON	8:00	12:35	12:40	5:03		8hrs
4-TUE						SLP
5-WED	8:00	12:15	12:20	5:00		8hrs
6-THU	8:00	12:20	12:30	5:00		8hrs
7-FRI	8:00	12:20	12:30	5:10		8hrs
8-SAT						Off
9-SUN						Off
10-MON	8:00	12:15	12:25	5:10		8hrs
11-TUE	8:00	12:15	12:30	5:00		8hrs
12-WED	8:00	12:15	12:30	5:00		8hrs
13-THU						SLP
14-FRI						SLP
15-SAT						Off
16-SUN						Off
17-MON	8:00	12:15	12:30	5:05		8hrs 50mins
18-TUE	8:00	12:15	12:30	5:00		8hrs 45mins
19-WED						Absent
20-THU						Absent
21-FRI						Absent
22-SAT						Off
23-SUN						Off
24-MON	8:00	12:15	12:30	5:15		8hrs
25-TUE	8:00	12:15	12:30			4hrs SUSPENDED 1:00 pm 5:00 pm
26-WED						OB
27-THU						OB
28-FRI						OB
29-SAT						OB
30-SUN						Off
31-MON	8:00	12:30	12:40	5:00		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.

JESUSA M. MAGNO

VERIFIED as to prescribed office hours

CHRISTIAN VIE P. BALDONADO  
Department Head  
Faculty of Nursing

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18-TUE	8:00	12:15	12:30	5:00		8hrs 45mins
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20-THU						Absent
21-FRI						Absent
22-SAT						Off
23-SUN						Off
24-MON	8:00	12:15	12:30	5:15		8hrs
25-TUE	8:00	12:15	12:30			4hrs SUSPENDED 1:00 pm 5:00 pm
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