

DAILY TIME RECORD
BAÑOC, ELMERA Y.

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						OB
2-WED						OB
3-THU	8:00	12:09	12:16	5:06		8hrs
4-FRI	8:33	12:17	1:02	5:04	35mins	7hrs 25mins
5-SAT						Off
6-SUN						Off
7-MON	8:27	12:29	12:51	5:24	27mins	7hrs 33mins
8-TUE	8:15	12:33	1:02	5:10	17mins	7hrs 43mins
9-WED	8:12	12:05	12:05	9:21	12mins	7hrs 48mins
10-THU	8:34	12:10	12:18	11:10	34mins	7hrs 26mins
11-FRI	8:33	12:11	12:12	10:31	33mins	7hrs 27mins
12-SAT			1:49	11:55		10hrs 6mins
13-SUN						OB
14-MON						OB
15-TUE						OB
16-WED						OB
17-THU						OB
18-FRI						OB
19-SAT						Off
20-SUN						Off
21-MON	7:58	12:10	12:11	11:31		8hrs
22-TUE	7:58	12:10	12:17	10:56		8hrs
23-WED	8:00	12:05	12:53	11:25		8hrs
24-THU	7:15	12:09	12:11	10:45		8hrs
25-FRI	7:38	12:48	12:50	5:05		8hrs
26-SAT						Off
27-SUN						Off
28-MON	8:27	12:20	12:27	8:27	27mins	7hrs 33mins
29-TUE	8:12	12:14	12:18	10:46	12mins	7hrs 48mins
30-WED	8:08	12:10	12:15	5:11	8mins	7hrs 52mins
31-THU	8:11	12:15	12:20	8:58	11mins	7hrs 49mins

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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