

DAILY TIME RECORD  
GALUPO, PHLOEM D.  
(NAME)

For the month of  
June 1 - 30, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	7:51	12:09	12:10	5:16		8hrs
3-TUE	7:56	12:09	12:11	5:43		8hrs
4-WED	7:55	12:00	12:32	5:44		8hrs
5-THU	7:54	12:04	12:13	5:52		8hrs
6-FRI						Holiday
7-SAT						Off
8-SUN						Off
9-MON	7:57	12:52	12:56	5:24		8hrs
10-TUE	7:47	12:31				4hrs (SLP half day)
11-WED						SLP
12-THU						Holiday
13-FRI	7:53	12:07	12:15	5:10		8hrs
14-SAT				11:54		
15-SUN						Off
16-MON	7:59	12:02	12:08	6:13		8hrs
17-TUE	7:53	12:10	12:20	5:44		8hrs
18-WED	7:49	12:09	12:19	6:27		8hrs
19-THU	7:54	12:04	12:09	5:11		8hrs
20-FRI	7:55	12:03	12:18	5:07		8hrs
21-SAT						Off
22-SUN						Off
23-MON	7:55	12:11	12:16	5:21		8hrs
24-TUE	7:55	12:12	12:13	5:48		8hrs
25-WED	7:58	12:03	12:31	7:59		8hrs
26-THU	7:58	12:50	12:51	5:15		8hrs
27-FRI	7:55	12:06	12:11	5:09		8hrs
28-SAT	7:48	12:06	12:08	5:10		9hrs 20mins
29-SUN						Off
30-MON	7:51	12:08	12:14	5:19		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.

PHLOEM D. GALUPO

VERIFIED as to prescribed office hours

MARLON G. BURLAS  
Department Head  
General Services Office

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