

DAILY TIME RECORD  
RAMADA, FELISA C.  
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	5:22	12:33	12:53	7:54		8hrs
2-TUE	6:29	12:12	12:23	8:08		8hrs
3-WED	7:06	12:19	12:32	9:33		8hrs
4-THU	8:29	12:40	12:50	8:59	29mins	7hrs 31mins
5-FRI	7:20		4:20		8hrs	
6-SAT			4:59			
7-SUN	6:18	12:05	4:10			
8-MON	7:21	12:44	12:48	11:58		8hrs
9-TUE	5:25	12:18	12:26	11:58		8hrs
10-WED	8:01	12:02	12:28	11:56	1min	7hrs 59mins
11-THU	7:56	12:16	12:35	11:57		8hrs
12-FRI	6:22	12:19	12:44	9:54		8hrs
13-SAT	5:34	12:10	12:34			6hrs 36mins
14-SUN	5:33	12:18	7:17	11:32		11hrs
15-MON	3:59	8:15			7hrs 45mins	15mins
16-TUE						Absent
17-WED	4:00	8:32		11:03	7hrs 28mins	32mins
18-THU			3:23	11:15	6hrs 23mins	1hr 37mins
19-FRI			3:22	11:06	6hrs 22mins	1hr 38mins
20-SAT			3:02	11:07		8hrs 5mins
21-SUN						Off
22-MON	4:29	12:03				4hrs SUSPENDED 12:01 pm 11:59 pm
23-TUE	3:58	8:19	3:03	11:09	5hrs 44mins	2hrs 16mins
24-WED	4:07	12:07			4hrs	4hrs
25-THU	4:25				8hrs	
26-FRI						SUSPENDED 12:01 am 11:59 pm
27-SAT	5:41	12:09				6hrs 28mins
28-SUN	4:27					
29-MON	4:06	8:23		11:33	7hrs 37mins	23mins
30-TUE	4:07	8:29			7hrs 31mins	29mins

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.

FELISA C. RAMADA

VERIFIED as to prescribed office hours

JENEFER B. JAYME

Department Head  
VSU Cebu Office

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