

DAILY TIME RECORD
BAÑOC, ELMERA Y.
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:50	12:07	12:13	5:08		8hrs
2-SAT						Off
3-SUN						Off
4-MON	7:59	12:06	12:44	6:44		8hrs
5-TUE						OB
6-WED						OB
7-THU						OB
8-FRI						OB
9-SAT						Off
10-SUN						Off
11-MON	7:29	12:09	12:01	5:07		8hrs
12-TUE	7:58	12:05	12:50	11:39		8hrs
13-WED	8:22	12:41	12:42	5:05	22mins	7hrs 38mins
14-THU	8:12	12:38	12:38	5:34	12mins	7hrs 48mins
15-FRI						FL
16-SAT						Off
17-SUN						Off
18-MON	8:14	12:21	12:22	5:26	14mins	7hrs 46mins
19-TUE	8:38	12:18	12:22	10:10	38mins	7hrs 22mins
20-WED	7:51	12:06	12:07	9:42		8hrs
21-THU						Holiday
22-FRI	7:55	12:25	1:18	5:26	18mins	7hrs 42mins
23-SAT						Off
24-SUN						Off
25-MON						Holiday
26-TUE	7:55	12:05				4hrs SUSPENDED 12:01 am 11:59 pm
27-WED	7:35	12:01		5:02		4hrs SUSPENDED 12:01 am 12:00 pm
28-THU						FL
29-FRI	7:56	12:26	12:26	5:08		8hrs
30-SAT						Off
31-SUN						Off

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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