

DAILY TIME RECORD
BRAGA, ROMMEL D.

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	6:10	11:00	11:52	4:31		8hrs
2-THU	6:12	11:00	11:54	4:00		8hrs
3-FRI	5:56	11:00	11:55	4:00		8hrs
4-SAT						Off
5-SUN						Off
6-MON	8:42	12:00	1:00	6:00		8hrs
7-TUE	8:46	12:00	1:00	6:03		8hrs
8-WED	8:47	12:00	1:03	6:00	3mins	7hrs 57mins
9-THU	8:46	12:01	12:52	6:10		8hrs
10-FRI	8:44	12:00	12:48	5:00		7hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:28	12:00	12:57	5:02		8hrs
14-TUE	7:40	12:00	12:53	5:00		8hrs
15-WED	7:43	12:00	1:00	4:03		8hrs
16-THU	7:35				8hrs	
17-FRI					SL	
18-SAT					Off	
19-SUN					Off	
20-MON						Holiday
21-TUE	7:24	12:03	12:51	5:00		8hrs
22-WED	7:46	12:02	1:14	5:02	14mins	7hrs 46mins
23-THU	7:43	12:00	1:03	5:00	3mins	7hrs 57mins
24-FRI	7:34	12:01	12:54	5:00		8hrs
25-SAT					Off	
26-SUN					Off	
27-MON	7:41	12:00	12:53	5:00		8hrs
28-TUE	7:42	12:00	12:58	5:00		8hrs
29-WED	7:45	12:00	12:51	5:00		8hrs
30-THU					SL	
31-FRI						Holiday

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.

ROMMEL D. BRAGA

VERIFIED as to prescribed office hours

VICENTE A. GILOS

Department Head
University Learning Commons (Library)

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