

DAILY TIME RECORD
CAÑA, RANDY G.
(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 | 7:17 | 12:00 | 7:17 | 5:10 | | 8hrs |
| 2-TUE | 7:55 | 12:00 | 12:02 | 5:21 | | 8hrs |
| 3-WED | 7:54 | 12:33 | 12:40 | 5:10 | | 8hrs |
| 4-THU | | | | | | SLP |
| 5-FRI | 7:18 | 12:05 | 12:15 | 5:49 | | 8hrs |
| 6-SAT | | | | | | Off |
| 7-SUN | | | | | | Off |
| 8-MON | 7:30 | 12:20 | 12:50 | 5:32 | | 8hrs |
| 9-TUE | 7:20 | 12:06 | 12:19 | 5:10 | | 8hrs |
| 10-WED | 8:00 | 12:35 | 12:47 | 5:10 | | 8hrs |
| 11-THU | 7:43 | 12:05 | 12:30 | 5:14 | | 8hrs |
| 12-FRI | 7:11 | 12:12 | 12:15 | 5:53 | | 8hrs |
| 13-SAT | | | | | | Off |
| 14-SUN | | | | | | Off |
| 15-MON | 7:10 | 12:54 | 12:59 | 5:03 | | 8hrs |
| 16-TUE | 7:45 | 12:15 | 7:45 | 5:02 | | 8hrs |
| 17-WED | 7:45 | 12:20 | 12:35 | 5:14 | | 8hrs |
| 18-THU | 8:00 | 12:22 | 12:35 | 5:00 | | 8hrs |
| 19-FRI | 7:33 | 12:02 | 12:05 | 5:32 | | 8hrs |
| 20-SAT | | | | | | Off |
| 21-SUN | | | | | | Off |
| 22-MON | 7:40 | 12:20 | | | | 4hrs SUSPENDED 12:01 pm 11:59 pm |
| 23-TUE | | | | | | SL |
| 24-WED | 8:03 | 12:59 | 1:00 | 5:00 | 3mins | 7hrs 57mins |
| 25-THU | 7:45 | 12:00 | 12:13 | | | 4hrs SUSPENDED 12:01 pm 11:59 pm |
| 26-FRI | | | | | | SUSPENDED 12:01 am 11:59 pm |
| 27-SAT | | | | | | Off |
| 28-SUN | | | | | | Off |
| 29-MON | 8:06 | 12:10 | 12:30 | 5:40 | 6mins | 7hrs 54mins |
| 30-TUE | 7:56 | 12:10 | 12:35 | 5:30 | | 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.

RANDY G. CAÑA

VERIFIED as to prescribed office hours

ULDERICO B. ALVIOLA
Department Head
Publishing House

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(NAME)

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| 27-SAT | | | | | | Off |
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| 29-MON | 8:06 | 12:10 | 12:30 | 5:40 | 6mins | 7hrs 54mins |
| 30-TUE | 7:56 | 12:10 | 12:35 | 5:30 | | 8hrs |

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VERIFIED as to prescribed office hours

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