

DAILY TIME RECORD
LARRAZABAL, ALAINA G.
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED	8:29	12:14	12:15	4:31		7hrs
3-THU	7:00	12:47	12:48	5:00		9hrs
4-FRI	8:29	12:36	12:37	5:12		7hrs 30mins
5-SAT						Off
6-SUN						Off
7-MON	6:54	12:31	12:32	5:00		9hrs
8-TUE						SL
9-WED						Holiday
10-THU	7:00	12:14	12:15	5:21		9hrs
11-FRI	8:27	12:00	8:27	5:26		7hrs 30mins
12-SAT						Off
13-SUN						Off
14-MON	7:00	12:00	1:00	5:01		9hrs
15-TUE	8:29	12:21	12:22	5:00		7hrs 30mins
16-WED	8:10	12:11				3hrs 30mins SUSPENDED 12:00 pm 11:59 pm
17-THU						Holiday
18-FRI						Holiday
19-SAT						Off
20-SUN						Off
21-MON	6:17	12:25	12:26	5:00		9hrs
22-TUE	8:00	12:00	12:52	5:00		7hrs 30mins
23-WED	7:48	12:52	12:53	5:10		7hrs
24-THU	6:46	12:00	1:30	5:00	30mins	8hrs 30mins
25-FRI	8:02	12:00	12:02	5:01		7hrs 30mins
26-SAT						Off
27-SUN						Off
28-MON						101ST VSU ANNIVERSARY
29-TUE						101ST VSU ANNIVERSARY
30-WED						101ST VSU ANNIVERSARY

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.

ALAINA G. LARRAZABAL

VERIFIED as to prescribed office hours

MARY ANN G. COBICO

Department Head
Department of Philosophy and Social Sciences

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