

DAILY TIME RECORD

TINAJA, JENNIFER G.

(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	7:59	12:03	12:52	5:03		8hrs
2-THU	8:03	12:05	12:51	5:04	3mins	7hrs 57mins
3-FRI	7:59	12:04	12:52	5:05		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:55	12:02	12:50	5:02		8hrs
7-TUE	8:01	12:06	12:52	5:03	1min	7hrs 59mins
8-WED	8:03	12:04	12:06	5:05	3mins	7hrs 57mins
9-THU						VL
10-FRI	8:01	12:08	12:10	5:02		7hrs 59mins SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	8:05	12:06	12:41	5:03	5mins	7hrs 55mins
14-TUE	8:00	12:02	12:03	5:06		8hrs
15-WED	7:59	12:04	12:05	5:00		8hrs
16-THU			12:57	5:04	4hrs	4hrs
17-FRI	7:58	12:02	12:55	5:02		8hrs
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	8:02	12:00	12:02	5:04	2mins	7hrs 58mins
22-WED	8:01	12:02	12:03	5:19	1min	7hrs 59mins
23-THU	7:58	12:31	12:40	5:01		8hrs
24-FRI	8:05	12:11	12:13	5:02	5mins	7hrs 55mins
25-SAT						Off
26-SUN						Off
27-MON						SL
28-TUE	8:02	12:03	12:04	5:03	2mins	7hrs 58mins
29-WED	8:09	12:07	12:08	5:00	9mins	7hrs 51mins
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.

JENNIFER G. TINAJA

VERIFIED as to prescribed office hours

MARIA TERESA A. CRUZ

Department Head
Internal Audit Service

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