

DAILY TIME RECORD

LORETO, GINA A.

(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						SL
2-THU	7:50	12:41	12:44	5:10		8hrs
3-FRI	8:03	12:35	12:38	5:32	3mins	7hrs 57mins
4-SAT						Off
5-SUN						Off
6-MON	7:56	12:28	12:30	5:12		8hrs
7-TUE	7:56	12:06	12:07	5:20		8hrs
8-WED	8:00	12:39	12:41	5:07		8hrs
9-THU	8:20	12:21	12:23	5:06	20mins	7hrs 40mins
10-FRI	8:00	12:00	12:01	5:05		8hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	8:38	12:01	12:02	5:10	38mins	7hrs 22mins
14-TUE	8:19	12:31	12:34	5:11	19mins	7hrs 41mins
15-WED	8:28	12:36	12:37	5:14	28mins	7hrs 32mins
16-THU	7:52	12:39	12:41	5:13		8hrs
17-FRI	8:01	12:18	12:19	5:37	1min	7hrs 59mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:57	12:31	12:32	5:07		8hrs
22-WED	8:39	12:32	12:33	5:05	39mins	7hrs 21mins
23-THU	8:00	12:15	12:18	5:06		8hrs
24-FRI	8:38	12:32	12:33	5:09	38mins	7hrs 22mins
25-SAT						Off
26-SUN						Off
27-MON						SL
28-TUE	8:09	12:18	12:19	5:20	9mins	7hrs 51mins
29-WED	8:02	12:26	12:27	5:03	2mins	7hrs 58mins
30-THU	7:59	12:10	12:13	5:00		8hrs
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.

GINA A. LORETO

VERIFIED as to prescribed office hours

QUEEN-EVER Y. ATUPAN

Department Head
Cashiering Office

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