

DAILY TIME RECORD  
ARUTA, MAEGAN LOU 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	7:58	12:00	12:30	5:00		8hrs
2-THU	7:51	12:01	12:27	5:03		8hrs
3-FRI	7:54	12:03	12:58	6:04		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:55	12:00	12:54	5:59		8hrs
7-TUE	7:57	12:03	12:58	7:37		8hrs
8-WED	7:55	12:01	12:58	5:37		8hrs
9-THU	7:56	12:01	12:52	6:11		8hrs
10-FRI	7:52	12:00	12:27	5:05		8hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON			12:47	5:25	4hrs	4hrs
14-TUE	7:56	12:04	12:34	7:18		8hrs
15-WED						OB
16-THU						OB
17-FRI						OB
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE						SL
22-WED						SL
23-THU						SL
24-FRI						SL
25-SAT						Off
26-SUN						Off
27-MON			12:15	5:00	4hrs	4hrs
28-TUE	7:59	12:00	12:34	7:58		8hrs
29-WED	7:55	12:45	12:49	5:45		8hrs
30-THU	7:13	12:00	12:11	6:58		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.

MAEGAN LOU A. ARUTA

VERIFIED as to prescribed office hours

VICENTE A. GILOS

Department Head  
University Learning Commons (Library)

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