

DAILY TIME RECORD
ARUTA, MAEGAN LOU A.

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON						SUSPENDED 8:00 am 5:00 pm
4-TUE						SUSPENDED 8:00 am 5:00 pm
5-WED	8:00	12:00	1:00	5:00		8hrs
6-THU	8:00	12:00	1:00	5:00		8hrs
7-FRI	8:00	12:00	12:23	11:10		8hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	7:56	12:03	12:26	5:00		8hrs
12-WED	7:45	12:05	12:30	5:01		8hrs
13-THU						SEL
14-FRI						SEL
15-SAT						Off
16-SUN						Off
17-MON	7:54	12:12	12:44	5:01		8hrs
18-TUE	8:08	12:04	12:28	5:56	8mins	7hrs 52mins
19-WED	6:55	11:02	11:31	5:21	58mins	7hrs 2mins
20-THU						SEL
21-FRI						SEL
22-SAT						Off
23-SUN						Off
24-MON						SEL
25-TUE						Absent
26-WED						Absent
27-THU						Absent
28-FRI						Absent
29-SAT						Off
30-SUN						Off

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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