

DAILY TIME RECORD
MUERTIGUE, JESIBEL L.
(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	8:00	12:02	12:05	6:09		8hrs
2-THU	7:49	12:53	12:54	5:50		8hrs
3-FRI	7:48	12:22	12:38	5:39		8hrs
4-SAT						Off
5-SUN						Off
6-MON	8:07	12:50	12:54	6:23	7mins	7hrs 53mins
7-TUE	8:10	12:35	12:36	5:50	10mins	7hrs 50mins
8-WED	8:00	12:46	12:49	6:10		8hrs
9-THU	8:32	12:03	12:05	5:59	32mins	7hrs 28mins
10-FRI	8:01	12:51	12:53	5:14		7hrs 59mins SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	8:04	12:03	12:07	5:05	4mins	7hrs 56mins
14-TUE	8:17	12:16	12:30	5:15	17mins	7hrs 43mins
15-WED	8:11	12:03	12:11	5:22	11mins	7hrs 49mins
16-THU	8:22	12:05	12:42	5:11	22mins	7hrs 38mins
17-FRI	9:29	12:58	12:59	6:32	1hr 29mins	6hrs 31mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE						BUILDING A CULTURE OF SAFETY: PREPAREDNESS AGAINST DISASTERS, THREATS AND RISKS
22-WED	8:19	12:46	12:50	6:34	19mins	7hrs 41mins
23-THU	8:06	12:01	12:06	5:38	6mins	7hrs 54mins
24-FRI	7:58	12:53	12:56	6:46		8hrs
25-SAT						Off
26-SUN						Off
27-MON	8:23	12:25	12:50	5:35	23mins	7hrs 37mins
28-TUE	8:29	12:04	12:07	6:01	29mins	7hrs 31mins
29-WED	8:16	12:51	12:55	5:59	16mins	7hrs 44mins
30-THU	8:12	12:16	12:45	5:00	12mins	7hrs 48mins
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.

JESIBEL L. MUERTIGUE

VERIFIED as to prescribed office hours

JENNIFER E. ANDO

Department Head
Learning and Development Office

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