

**DAILY TIME RECORD**  
**FERNANDEZ, RUPHA GIN T.**  
(NAME)

For the month of  
**January 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						Holiday
2-THU	7:59	12:03	12:41	5:02		8hrs
3-FRI						SL
4-SAT						Off
5-SUN						Off
6-MON	7:44	12:08	12:21	5:08		8hrs
7-TUE	7:41	12:05	12:50	5:07		8hrs
8-WED	7:47	12:27	12:30	5:04		8hrs
9-THU	7:48	12:01	12:33	5:04		8hrs
10-FRI	8:22	12:00	12:17	5:01	22mins	7hrs 38mins
11-SAT						Off
12-SUN						Off
13-MON	7:35	12:14	12:27	5:19		8hrs
14-TUE	7:50	12:12	12:25	5:01		8hrs
15-WED	7:49	12:10	12:45	5:02		8hrs
16-THU	7:30	12:05	12:24	5:05		8hrs
17-FRI	7:24	12:08	12:23	5:04		8hrs
18-SAT						Off
19-SUN						Off
20-MON	7:06	12:01	12:29	5:00		8hrs
21-TUE						SL
22-WED	7:57	12:01	12:27	5:05		8hrs
23-THU	7:45	12:04	12:56	5:11		8hrs
24-FRI	7:23	12:01	12:18	5:17		8hrs
25-SAT	8:18			5:16		
26-SUN						Off
27-MON	7:38	12:01	12:12	5:19		8hrs
28-TUE	7:46	12:04	12:25	5:01		8hrs
29-WED						Holiday
30-THU	7:28	12:02	12:43	5:05		8hrs
31-FRI	7:47	12:06	12:29	5:09		8hrs

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.

**RUPHA GIN T. FERNANDEZ**

VERIFIED as to prescribed office hours

**CHONA A. BRIT**

Department Head  
Guidance and Counseling Office

**DAILY TIME RECORD**  
**FERNANDEZ, RUPHA GIN T.**  
(NAME)

For the month of  
**January 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						Holiday
2-THU	7:59	12:03	12:41	5:02		8hrs
3-FRI						SL
4-SAT						Off
5-SUN						Off
6-MON	7:44	12:08	12:21	5:08		8hrs
7-TUE	7:41	12:05	12:50	5:07		8hrs
8-WED	7:47	12:27	12:30	5:04		8hrs
9-THU	7:48	12:01	12:33	5:04		8hrs
10-FRI	8:22	12:00	12:17	5:01	22mins	7hrs 38mins
11-SAT						Off
12-SUN						Off
13-MON	7:35	12:14	12:27	5:19		8hrs
14-TUE	7:50	12:12	12:25	5:01		8hrs
15-WED	7:49	12:10	12:45	5:02		8hrs
16-THU	7:30	12:05	12:24	5:05		8hrs
17-FRI	7:24	12:08	12:23	5:04		8hrs
18-SAT						Off
19-SUN						Off
20-MON	7:06	12:01	12:29	5:00		8hrs
21-TUE						SL
22-WED	7:57	12:01	12:27	5:05		8hrs
23-THU	7:45	12:04	12:56	5:11		8hrs
24-FRI	7:23	12:01	12:18	5:17		8hrs
25-SAT	8:18			5:16		
26-SUN						Off
27-MON	7:38	12:01	12:12	5:19		8hrs
28-TUE	7:46	12:04	12:25	5:01		8hrs
29-WED						Holiday
30-THU	7:28	12:02	12:43	5:05		8hrs
31-FRI	7:47	12:06	12:29	5:09		8hrs

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.

**RUPHA GIN T. FERNANDEZ**

VERIFIED as to prescribed office hours

**CHONA A. BRIT**

Department Head  
Guidance and Counseling Office