

DAILY TIME RECORD
JAYME, JENEFER B.
(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				5:02	8hrs	
2-THU	8:15	12:04		5:12	4hrs 15mins	3hrs 45mins
3-FRI				5:04	8hrs	
4-SAT						Off
5-SUN						Off
6-MON						Absent
7-TUE	7:42	12:02	12:03	5:04		8hrs
8-WED	7:47	12:04	12:09	5:03		8hrs
9-THU	7:59	12:42	12:43		4hrs	4hrs
10-FRI	8:08	12:08				3hrs 52mins SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	8:19	12:02	12:03	5:04	19mins	7hrs 41mins
14-TUE	8:00	12:04	12:05	5:04		8hrs
15-WED		12:05	12:07	5:04	4hrs	4hrs
16-THU	7:58	12:06	12:08		4hrs	4hrs
17-FRI	8:11	12:03	12:04	5:04	11mins	7hrs 49mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:43	12:18		5:01	4hrs	4hrs
22-WED	7:43	12:03	12:05	5:03		8hrs
23-THU		12:04	12:05	5:05	4hrs	4hrs
24-FRI						Absent
25-SAT						Off
26-SUN						Off
27-MON	7:51	12:05	12:06	5:03		8hrs
28-TUE	7:52	12:06	12:08	5:09		8hrs
29-WED		12:02	12:03	5:03	4hrs	4hrs
30-THU	7:52	12:05	12:06		4hrs	4hrs
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.

JENEFER B. JAYME

VERIFIED as to prescribed office hours

RYSAN C. GUINOCOR
Department Head
Administrative Services Office

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