

DAILY TIME RECORD
VILBAR, CARREN MAE B.
(NAME)

For the month of
May 1 - 31, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU						Holiday
2-FRI						FL
3-SAT						Off
4-SUN						Off
5-MON	7:45	12:02	12:17	5:09		8hrs
6-TUE	8:02	12:20	12:21	5:11	2mins	7hrs 58mins
7-WED	7:37	12:14	12:16	5:11		8hrs
8-THU	7:44	12:43	12:44	5:04		8hrs
9-FRI	7:57	12:07	12:08	5:15		8hrs
10-SAT			1:33	5:02		3hrs 29mins
11-SUN						Off
12-MON						Holiday
13-TUE	7:58	12:05	12:07	6:55		8hrs
14-WED	7:59	12:05	12:24	5:18		8hrs
15-THU	7:55	12:18	12:19	6:18		8hrs
16-FRI	8:10	12:03	12:07	5:15	10mins	7hrs 50mins
17-SAT						Off
18-SUN						Off
19-MON	7:48	12:10	12:12	5:13		8hrs
20-TUE	7:51	12:10	12:11	5:09		8hrs
21-WED						WORKSHOP ON CRAFTING HR MANUALS
22-THU						WORKSHOP ON CRAFTING HR MANUALS
23-FRI						OB
24-SAT						Off
25-SUN						Off
26-MON	8:01	12:03	12:04	5:09	1min	7hrs 59mins
27-TUE	8:01	12:07	12:11	5:17	1min	7hrs 59mins
28-WED	7:57	12:08	12:15	5:08		8hrs
29-THU	7:41	12:06	12:07	5:29		8hrs
30-FRI	8:08	12:03	12:15	5:09	8mins	7hrs 52mins
31-SAT						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.

CARREN MAE B. VILBAR

VERIFIED as to prescribed office hours

GLENN G. PAJARES

Department Head
Office of the Vice President for Planning and Development

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