

DAILY TIME RECORD  
VILBAR, CARREN MAE B.

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON	8:01	12:11	12:12	5:11	1min	7hrs 59mins
3-TUE	8:01	12:01	12:03	5:14	1min	7hrs 59mins
4-WED	7:57	12:07	12:08	5:10		8hrs
5-THU	7:46	12:05	12:06	5:11		8hrs
6-FRI						Holiday
7-SAT						Off
8-SUN						Off
9-MON	8:04	12:10	12:14	5:07	4mins	7hrs 56mins
10-TUE	7:59	12:06	12:07	5:09		8hrs
11-WED	7:53	12:08	12:09	5:19		8hrs
12-THU						Holiday
13-FRI						FL
14-SAT						Off
15-SUN						Off
16-MON	7:54	12:06	12:07	5:10		8hrs
17-TUE	8:01	12:06	12:07	5:11	1min	7hrs 59mins
18-WED	7:54	12:06	12:07	5:14		8hrs
19-THU	7:59	12:06	12:10	5:17		8hrs
20-FRI	7:51	12:05	12:13	5:15		8hrs
21-SAT						Off
22-SUN			3:31	5:19		1hr 48mins
23-MON	7:48	12:12	12:13	5:11		8hrs
24-TUE	7:38	12:03	12:05	5:12		8hrs
25-WED	7:57	12:10	12:12	5:24		8hrs
26-THU						OB
27-FRI	7:55	12:05	12:13	5:08		8hrs
28-SAT			2:39	5:11		2hrs 32mins
29-SUN						Off
30-MON	7:48	12:06	12:13	5:08		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.

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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