

DAILY TIME RECORD  
VILBAR, CARREN MAE B.

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	7:47	12:07	12:08	5:16		8hrs
2-WED	7:50	12:17	12:18	5:16		8hrs
3-THU	7:57	12:09	12:11	5:14		8hrs
4-FRI	7:59	12:10	12:11	5:13		8hrs
5-SAT						Off
6-SUN						Off
7-MON	7:45	12:13	12:19	5:13		8hrs
8-TUE	7:50	12:06	12:14	5:16		8hrs
9-WED	8:07	12:09	12:12	5:12	7mins	7hrs 53mins
10-THU	7:58	12:11	12:12	5:13		8hrs
11-FRI						Absent
12-SAT						Off
13-SUN						Off
14-MON	7:52	12:04	12:06	5:16		8hrs
15-TUE	8:01	12:01	12:06	5:12	1min	7hrs 59mins
16-WED	8:02	12:09	12:10	5:13	2mins	7hrs 58mins
17-THU	7:55	12:00	12:01	5:15		8hrs
18-FRI	7:46	12:00	12:04	7:39		8hrs
19-SAT						Off
20-SUN						Off
21-MON	8:04	12:11	12:13	5:33	4mins	7hrs 56mins
22-TUE						OB
23-WED	7:53	12:10	12:11	5:05		8hrs
24-THU	8:01	12:05	12:06	5:12	1min	7hrs 59mins
25-FRI	7:59	12:05	12:06	5:18		8hrs
26-SAT						Off
27-SUN						Off
28-MON	7:58	12:03	12:42	5:18		8hrs
29-TUE	7:42	12:13	12:14	5:29		8hrs
30-WED	8:03	12:13	12:14	5:10	3mins	7hrs 57mins
31-THU	7:59	12:18	12:19	5:12		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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