

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

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:56	12:05	12:10	4:23	37mins	7hrs 23mins
2-TUE	7:51	12:00	12:08	5:08		8hrs
3-WED	7:37	12:46	12:47	5:02		8hrs
4-THU	7:59	12:05	12:07	5:15		8hrs
5-FRI	7:59	12:02	12:02	5:09		8hrs
6-SAT						Off
7-SUN						Off
8-MON	8:00	12:36	12:38	5:12		8hrs
9-TUE	7:59	12:05	12:14	5:09		8hrs
10-WED	7:43	12:17	12:18	5:09		8hrs
11-THU	7:57	12:15	12:18	5:08		8hrs
12-FRI	8:01	12:06	12:07	1:00	4hrs 1min	3hrs 59mins
13-SAT						Off
14-SUN						Off
15-MON	7:36	12:23	12:48	5:10		8hrs
16-TUE	8:01	12:19	12:21	5:14	1min	7hrs 59mins
17-WED	7:50	12:11	12:12	5:01		8hrs
18-THU	7:51	12:05	12:07	5:15		8hrs
19-FRI	8:00	12:08	12:09	5:08		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:42	12:34				4hrs SUSPENDED 12:01 pm 11:59 pm
23-TUE	7:57	12:21	12:22	5:17		8hrs
24-WED	7:51	12:01	12:18	5:09		8hrs
25-THU	7:58	12:05	12:06			4hrs SUSPENDED 12:01 pm 11:59 pm
26-FRI						SUSPENDED 12:01 am 11:59 pm
27-SAT						Off
28-SUN						Off
29-MON	7:52	12:27			4hrs	4hrs
30-TUE	8:04	12:48	12:49	5:06	4mins	7hrs 56mins

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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