

DAILY TIME RECORD  
JAGONOS, LIZA ANN C.

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	8:03	12:15	12:22	8:37	3mins	7hrs 57mins
2-SAT						Off
3-SUN						Off
4-MON	7:49	12:28	12:39	5:15		8hrs
5-TUE	7:39	12:02	12:26	5:38		8hrs
6-WED	7:40	12:29	12:31	8:49		8hrs
7-THU	7:46	12:48	12:52	7:49		8hrs
8-FRI	7:58	12:21	12:22	8:26		8hrs
9-SAT	7:31	12:05	12:10	6:12		10hrs 36mins
10-SUN						Off
11-MON	7:43	12:23	12:28	7:52		8hrs
12-TUE	7:46	12:27	12:40	8:12		8hrs
13-WED	7:39	12:09	12:12	7:46		8hrs
14-THU	7:41	12:09	12:52	7:33		8hrs
15-FRI	7:39	12:08	12:12	8:17		8hrs
16-SAT	7:59	12:02	12:23	8:32		12hrs 12mins
17-SUN						Off
18-MON	7:55	12:26	12:38	8:28		8hrs
19-TUE	7:44	12:00	12:01	8:02		8hrs
20-WED	7:53	12:17	12:44	8:15		8hrs
21-THU	7:58	12:25	12:26	8:01		12hrs 2mins
22-FRI	8:08	12:12	12:20	8:16	8mins	7hrs 52mins
23-SAT	8:06	12:39	12:42	8:16		12hrs 7mins
24-SUN						Off
25-MON	7:58	12:15	12:22	8:13		12hrs 8mins
26-TUE						SUSPENDED 12:01 am 11:59 pm
27-WED			1:00	5:25		4hrs SUSPENDED 12:01 am 12:00 pm
28-THU						FL
29-FRI						FL
30-SAT						Off
31-SUN						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.

LIZA ANN C. JAGONOS

VERIFIED as to prescribed office hours

ULDERICO B. ALVIOLA

Department Head  
Department of Development Communication

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