

DAILY TIME RECORD
RAMADA, FELISA 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	5:13	12:02	12:12	9:48		8hrs
2-SAT	5:29	12:00	12:30	10:35		16hrs 36mins
3-SUN						Off
4-MON	5:17	12:12	12:44	7:40		8hrs
5-TUE	5:36	12:09	12:19	11:59		8hrs
6-WED	6:00	12:19	12:24	11:42		8hrs
7-THU	6:10	12:38	1:00	7:49		8hrs
8-FRI						SOL
9-SAT						Off
10-SUN						Off
11-MON						SOL
12-TUE						SOL
13-WED						SOL
14-THU	6:42	12:32	12:41	11:26		8hrs
15-FRI	5:42	12:09	12:48	11:59		8hrs
16-SAT	5:47	12:23	12:43	11:23		17hrs 16mins
17-SUN						Off
18-MON	6:00	12:10	12:16	10:55		8hrs
19-TUE	7:23	12:04	12:06	9:56		8hrs
20-WED	7:17	12:36	12:43	11:41		8hrs
21-THU	5:06	12:11	12:30	9:27		16hrs 2mins
22-FRI	6:09	12:21	12:42	10:21		8hrs
23-SAT	5:25	12:11	12:37	9:13		15hrs 22mins
24-SUN						Off
25-MON	7:44	12:05	12:18	11:33		15hrs 36mins
26-TUE	7:40	12:11	12:14			4hrs SUSPENDED 12:01 am 11:59 pm
27-WED	6:19	12:33	12:41	11:59		8hrs
28-THU	6:17	12:21	12:41	10:59		8hrs
29-FRI	6:42	12:20	12:24	11:59		8hrs
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.

FELISA C. RAMADA

VERIFIED as to prescribed office hours

JENEFER B. JAYME

Department Head
VSU Cebu Office

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