

DAILY TIME RECORD  
NAPIERE, WILMA V.  
(NAME)

For the month of  
October 1 - 31, 2024  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	7:59	12:28	12:29	5:25		8hrs
2-WED	8:03	12:10	12:13	5:08	3mins	7hrs 57mins
3-THU	8:00	12:25	12:29	5:15		8hrs
4-FRI	7:57	12:12	12:13	5:01		8hrs
5-SAT						Off
6-SUN						Off
7-MON	8:01	12:18	12:19	5:13	1min	7hrs 59mins
8-TUE	8:00	12:09	12:11	5:06		8hrs
9-WED	8:03	12:22	12:23	5:09	3mins	7hrs 57mins
10-THU	8:00	12:19	12:20	5:04		8hrs
11-FRI	8:04	12:34	12:36	5:11	4mins	7hrs 56mins
12-SAT						Off
13-SUN						Off
14-MON	7:59	12:37	12:40	5:33		8hrs
15-TUE	8:03	12:37	12:39	5:10	3mins	7hrs 57mins
16-WED	7:56	12:31	12:34	5:35		8hrs
17-THU	8:05	12:38	12:40	5:06	5mins	7hrs 55mins
18-FRI	8:05	12:33	12:35	4:51		7hrs 46mins SUSPENDED 3:00 pm 5:00 pm
19-SAT						Off
20-SUN						Off
21-MON	8:02	12:28	12:30	5:17	2mins	7hrs 58mins
22-TUE						SUSPENDED 7:00 am 11:59 pm
23-WED	7:50	12:17	12:18	5:13		8hrs
24-THU	7:58	12:35	12:36	5:04		8hrs
25-FRI						2024 INTRAMURAL GAMES
26-SAT						Off
27-SUN						Off
28-MON						2024 INTRAMURAL GAMES
29-TUE						2024 INTRAMURAL GAMES
30-WED						2024 INTRAMURAL GAMES
31-THU	7:59	12:33				4hrs SUSPENDED 12:00 pm 11:59 pm

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.

WILMA V. NAPIERE

VERIFIED as to prescribed office hours

QUEEN-EVER Y. ATUPAN

Department Head  
Cashiering Office

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