

DAILY TIME RECORD  
NAPIERE, WILMA V.

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED						Holiday
2-THU	8:21	12:09	12:10	5:17	21mins	7hrs 39mins
3-FRI	8:10	12:50			4hrs 10mins	3hrs 50mins
4-SAT						Off
5-SUN						Off
6-MON						FL
7-TUE	8:12	12:05	12:07	5:41	12mins	7hrs 48mins
8-WED	8:11	12:40	12:41	5:21	11mins	7hrs 49mins
9-THU	8:00	12:54	12:55	5:20		8hrs
10-FRI	8:06	12:06	12:08	5:14	6mins	7hrs 54mins
11-SAT						Off
12-SUN						Off
13-MON	8:01	12:19	12:23	5:08	1min	7hrs 59mins
14-TUE	7:56	12:24	12:26	5:35		8hrs
15-WED	7:59	12:11	12:13	5:36		8hrs
16-THU	8:00	12:35	12:36	5:15		8hrs
17-FRI	7:59	12:21	12:23	5:27		8hrs
18-SAT						Off
19-SUN						Off
20-MON	7:06	12:28	12:31	5:25		8hrs
21-TUE	7:55	12:19	12:22	5:49		8hrs
22-WED	7:58	12:35	12:37	5:27		8hrs
23-THU	7:06	12:43	12:44	5:14		8hrs
24-FRI	7:53	12:09	12:11	5:41		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:12	12:25	12:26	5:56		8hrs
28-TUE	8:01	12:13	12:14	5:34	1min	7hrs 59mins
29-WED						Holiday
30-THU	8:04	12:05	12:07	5:44	4mins	7hrs 56mins
31-FRI	7:38	12:14	12:15	5:22		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.

WILMA V. NAPIERE

VERIFIED as to prescribed office hours

QUEEN-EVER Y. ATUPAN

Department Head  
Cashiering Office

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