

DAILY TIME RECORD  
NAPIERE, WILMA V.

(NAME)

For the month of  
February 1 - 28, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	6:58	12:09	12:10	5:21		8hrs
4-TUE	7:58	12:05	12:07	5:49		8hrs
5-WED	7:54	12:08	12:09	5:26		8hrs
6-THU	7:55	12:50	12:51	5:32		8hrs
7-FRI	7:55	12:28	12:30	5:35		8hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 11:59 pm
11-TUE	7:56	12:06	12:07	5:53		8hrs
12-WED	7:58	12:16	12:17	5:46		8hrs
13-THU	7:00	12:08	12:10	5:18		8hrs
14-FRI	8:05	12:21	12:23	5:30	5mins	7hrs 55mins
15-SAT						Off
16-SUN						Off
17-MON	8:07	12:05	12:06	5:34	7mins	7hrs 53mins
18-TUE	7:07	12:11	12:13	5:28		8hrs
19-WED	8:11	12:31	12:34	5:27	11mins	7hrs 49mins
20-THU	7:46	12:04	12:05	5:27		8hrs
21-FRI	8:13	12:45	12:50	5:51	13mins	7hrs 47mins
22-SAT						Off
23-SUN						Off
24-MON	7:40	12:09	12:11	5:14		8hrs
25-TUE	7:54	12:04	12:06	5:23		8hrs
26-WED	7:59	12:11	12:12	5:33		8hrs
27-THU	7:59	12:10	12:12	5:37		8hrs
28-FRI	8:01	12:22	12:23	5:04	1min	7hrs 59mins

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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