

DAILY TIME RECORD  
LARRAZABAL, ALAINA G.  
(NAME)

For the month of  
October 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						OB
2-THU						OB
3-FRI						OB
4-SAT						OB
5-SUN						Off
6-MON	7:11	12:30	12:31	5:30		8hrs
7-TUE	7:00	12:26	12:27	5:31		9hrs 30mins
8-WED	8:14	12:22	12:23	4:02		5hrs
9-THU	7:00	12:17	12:18	5:33		8hrs
10-FRI	7:00	12:22	1:00	5:30		9hrs 30mins SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	8:00	12:04	12:05	5:02		9hrs 1min
14-TUE	8:00	12:11	12:12	5:00		8hrs 59mins
15-WED	7:58	12:39	12:39	5:27		9hrs 29mins
16-THU	8:02	12:40	12:41	5:46		9hrs 43mins
17-FRI	7:59	12:00	1:00	5:02		8hrs 3mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:00	12:32	12:33	5:32		9hrs 30mins
22-WED	8:59	12:04	12:06	5:11		5hrs
23-THU	6:52	12:07	12:08	5:30		8hrs
24-FRI	6:52	12:48	12:49	5:30		9hrs 30mins
25-SAT						Off
26-SUN						Off
27-MON	7:09	12:15	12:16	5:30		8hrs
28-TUE	7:03	12:01	12:02	5:30	3mins	9hrs 27mins
29-WED	8:58	12:32	12:33	4:16		5hrs
30-THU						SL
31-FRI						Holiday

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.

ALAINA G. LARRAZABAL

VERIFIED as to prescribed office hours

MARY ANN G. COBICO  
Department Head  
Department of Philosophy and Social Sciences

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