

DAILY TIME RECORD  
UNAJAN, MAGDALENE C.

(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	6:45	12:41	12:42	5:23		8hrs
4-TUE	7:00	12:52	12:53	5:06		8hrs
5-WED	7:01	12:46	12:47	5:03		8hrs
6-THU	6:58	12:50	12:52	5:05		8hrs
7-FRI	7:42	12:18	12:43	6:07		8hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 11:59 pm
11-TUE	6:52	12:50	12:53	5:07		8hrs
12-WED	8:01	12:05	12:08	5:07	1min	7hrs 59mins
13-THU	7:03	12:09	12:10	5:02		8hrs
14-FRI						OB
15-SAT						Off
16-SUN						Off
17-MON						OB
18-TUE						OB
19-WED						OB
20-THU						OB
21-FRI						OB
22-SAT						OB
23-SUN	5:53	12:01	12:02	5:53		
24-MON	7:57	12:01	12:02	5:01		8hrs
25-TUE	6:50	12:01	12:02	5:39		8hrs
26-WED						SL
27-THU	7:05	12:05	12:06	5:05		8hrs
28-FRI	7:21	12:01	12:02	5:03		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.

MAGDALENE C. UNAJAN

VERIFIED as to prescribed office hours

JUDE B. ROLA

Department Head  
Faculty of Computing

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