

DAILY TIME RECORD
UNAJAN, MAGDALENE C.

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT	6:01	1:54	1:55	1:54		
2-SUN	5:57	12:22	12:24	5:10		
3-MON	7:10	12:03	12:04	5:01		8hrs
4-TUE	6:48	12:39	12:40	5:25		8hrs
5-WED	7:00	12:19	12:21	5:08		8hrs
6-THU	6:30	12:28	12:29	5:22		8hrs
7-FRI	7:29	12:24	12:25	5:13		8hrs
8-SAT	6:19	12:35	12:36	5:11		
9-SUN	6:25	12:40	12:41	5:02		
10-MON						SL
11-TUE						SL
12-WED						SL
13-THU						SL
14-FRI	6:49	12:01	12:08	5:48		8hrs
15-SAT	5:40	5:06	12:11	5:06		
16-SUN	6:30	12:57	12:58	4:55		
17-MON	7:45	12:13	12:14	5:22		9hrs 36mins
18-TUE	7:58	12:45	12:46	5:17		9hrs 18mins
19-WED	7:58	12:08	12:09	5:34		9hrs 35mins
20-THU	8:06	12:19	12:20	5:02		8hrs 55mins
21-FRI	7:50	12:07	12:09	5:02		9hrs 10mins
22-SAT	6:07	12:18	12:19	4:46		
23-SUN	6:51	12:06	12:07	5:00		
24-MON	6:55	12:08	12:09	5:56		8hrs
25-TUE	7:08	12:47	12:48			4hrs SUSPENDED 1:00 pm 5:00 pm
26-WED	7:11	12:03	12:17	5:42		8hrs
27-THU	7:01	12:43	12:45	5:08		8hrs
28-FRI	7:07	12:49	12:50	5:12		8hrs
29-SAT	5:45	12:12	12:13	4:53		
30-SUN	5:54	12:05	12:06	4:56		
31-MON	6:59	12:07	12:08	5:59		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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