

DAILY TIME RECORD  
UNAJAN, MAGDALENE C.

(NAME)

For the month of  
April 1 - 30, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Holiday
2-WED	7:23	12:05	12:06	5:08		8hrs
3-THU	7:59	12:03	12:04	5:05		8hrs
4-FRI	7:19	12:01	12:02	5:01		8hrs
5-SAT	5:49	12:38	12:39	5:08		
6-SUN	6:29	12:10	12:11	4:57		
7-MON	7:14	12:39	12:41	5:44		8hrs
8-TUE	6:51	12:38	12:47	5:02		8hrs
9-WED						OB
10-THU						OB
11-FRI						OB
12-SAT						Off
13-SUN						Off
14-MON	7:47	12:01	12:02	5:07		8hrs
15-TUE	6:52	12:45	12:46	6:00		8hrs
16-WED	7:00	12:01				4hrs SUSPENDED 12:00 pm 11:59 pm
17-THU						Holiday
18-FRI						Holiday
19-SAT						Off
20-SUN						Off
21-MON	7:01	12:20	12:21	6:07		8hrs
22-TUE	7:02	12:01	12:02	5:10		8hrs
23-WED	6:55	12:16	12:17	5:26		8hrs
24-THU	7:00	12:40	12:41	6:39		8hrs
25-FRI	7:58	12:21	12:22	5:02		8hrs
26-SAT						Off
27-SUN						Off
28-MON						101ST VSU ANNIVERSARY
29-TUE						101ST VSU ANNIVERSARY
30-WED						OB

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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