

DAILY TIME RECORD  
UNAJAN, MAGDALENE C.

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-THU						OB
2-FRI	7:01	12:01	12:02	5:16		8hrs
3-SAT						Off
4-SUN						Off
5-MON	7:14	12:05	12:07	5:37		8hrs
6-TUE						SL
7-WED	7:16	12:20	12:21	8:13		8hrs
8-THU	8:00	12:14	12:15	6:15		8hrs
9-FRI	7:54	12:01	12:02	6:00		8hrs
10-SAT						Off
11-SUN						Off
12-MON						OB
13-TUE						OB
14-WED						FL
15-THU						FL
16-FRI	7:40	12:01	12:02	5:20		8hrs
17-SAT						Off
18-SUN						Off
19-MON	8:04	12:43		5:31	3hrs 21mins	4hrs 39mins
20-TUE	7:00	12:43	12:44	6:20		11hrs 19mins
21-WED	7:35	12:28	12:30	5:30		9hrs 53mins
22-THU	6:02	12:10	12:14	5:38		11hrs 32mins
23-FRI	6:30	12:01	12:02	6:31		12hrs
24-SAT						Off
25-SUN						Off
26-MON						SLP
27-TUE						SL
28-WED	7:52	12:02	12:27	6:11		8hrs
29-THU	7:56	12:03	12:04	5:03		8hrs
30-FRI	7:53	12:39	12:40	5:43		8hrs
31-SAT						Off

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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