

DAILY TIME RECORD  
ACORITAY, DAISY P.  
(NAME)

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

| Day    | AM   |       | PM    |      | T/U    | Total       |
|--------|------|-------|-------|------|--------|-------------|
|        | IN   | OUT   | IN    | OUT  |        |             |
| 1-TUE  | 7:55 | 12:18 | 12:36 | 5:00 |        | 8hrs        |
| 2-WED  | 7:58 | 12:05 | 12:17 | 5:00 |        | 8hrs        |
| 3-THU  | 7:55 | 12:01 | 12:12 | 5:00 |        | 8hrs        |
| 4-FRI  | 7:55 | 12:00 | 12:04 | 5:00 |        | 8hrs        |
| 5-SAT  |      |       |       |      |        | Off         |
| 6-SUN  |      |       |       |      |        | Off         |
| 7-MON  | 7:43 | 12:04 | 12:10 | 5:00 |        | 8hrs        |
| 8-TUE  | 7:52 | 12:00 | 12:07 | 5:00 |        | 8hrs        |
| 9-WED  | 7:59 | 12:01 | 12:06 | 5:00 |        | 8hrs        |
| 10-THU | 7:38 | 12:01 | 12:11 | 5:00 |        | 8hrs        |
| 11-FRI |      |       |       |      |        | SL          |
| 12-SAT |      |       |       |      |        | Off         |
| 13-SUN |      |       |       |      |        | Off         |
| 14-MON | 7:51 | 12:30 | 12:32 | 5:00 |        | 8hrs        |
| 15-TUE | 8:00 |       |       |      | 8hrs   |             |
| 16-WED |      |       |       |      |        | SL          |
| 17-THU |      |       |       |      |        | SL          |
| 18-FRI | 7:36 | 12:18 | 12:27 | 5:00 |        | 8hrs        |
| 19-SAT |      |       |       |      |        | Off         |
| 20-SUN |      |       |       |      |        | Off         |
| 21-MON | 8:12 | 12:03 | 12:17 | 5:00 | 12mins | 7hrs 48mins |
| 22-TUE | 8:01 | 12:12 | 12:42 | 5:02 | 1min   | 7hrs 59mins |
| 23-WED |      |       |       |      |        | SL          |
| 24-THU |      |       |       |      |        | Absent      |
| 25-FRI | 8:16 | 12:16 | 12:26 | 5:00 | 16mins | 7hrs 44mins |
| 26-SAT |      |       |       |      |        | Off         |
| 27-SUN |      |       |       |      |        | Off         |
| 28-MON | 8:00 | 12:00 | 12:11 | 5:00 |        | 8hrs        |
| 29-TUE |      |       |       |      |        | SL          |
| 30-WED | 7:43 | 12:03 | 12:15 | 5:00 |        | 8hrs        |
| 31-THU | 7:59 | 12:11 | 12:26 | 5:56 |        | 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.

DAISY P. ACORITAY

VERIFIED as to prescribed office hours

CHERRY N. ROLA

Department Head  
Department of Arts, Languages, and Literature

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(NAME)

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