

DAILY TIME RECORD
ATUPAN, QUEEN-EVER Y.

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:55	12:01	12:02	5:05		8hrs
2-THU	8:08	12:15	12:16	5:12	8mins	7hrs 52mins
3-FRI	8:02	12:05	12:06	5:05	2mins	7hrs 58mins
4-SAT						Off
5-SUN						Off
6-MON	8:00	12:01	12:02	5:01		8hrs
7-TUE	8:55	12:25	12:27	5:07	55mins	7hrs 5mins
8-WED						SL
9-THU	8:08	12:00	12:02	5:01	8mins	7hrs 52mins
10-FRI	10:08	12:11	12:13			1hr 52mins SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	8:01	12:06	12:07	5:13	1min	7hrs 59mins
14-TUE	8:04	12:04	12:06	5:12	4mins	7hrs 56mins
15-WED	7:58	12:41	12:43	5:08		8hrs
16-THU	7:53	12:06	12:07	5:16		8hrs
17-FRI	8:04	12:06	12:08	5:12	4mins	7hrs 56mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	8:01	12:26	12:27	5:12	1min	7hrs 59mins
22-WED	7:54	12:02	12:03	5:07		8hrs
23-THU	7:54	12:31	12:32	5:06		8hrs
24-FRI	7:54	12:21	12:22	5:08		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:46	12:22	12:23	5:15		8hrs
28-TUE	7:55	12:01	12:02	5:18		8hrs
29-WED	8:07	12:02	12:04	5:13	7mins	7hrs 53mins
30-THU						SL
31-FRI						Holiday

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.

QUEEN-EVER Y. ATUPAN

VERIFIED as to prescribed office hours

RYSAN C. GUINOCOR

Department Head
Administrative Services Office

DAILY TIME RECORD
ATUPAN, QUEEN-EVER Y.

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:55	12:01	12:02	5:05		8hrs
2-THU	8:08	12:15	12:16	5:12	8mins	7hrs 52mins
3-FRI	8:02	12:05	12:06	5:05	2mins	7hrs 58mins
4-SAT						Off
5-SUN						Off
6-MON	8:00	12:01	12:02	5:01		8hrs
7-TUE	8:55	12:25	12:27	5:07	55mins	7hrs 5mins
8-WED						SL
9-THU	8:08	12:00	12:02	5:01	8mins	7hrs 52mins
10-FRI	10:08	12:11	12:13			1hr 52mins SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	8:01	12:06	12:07	5:13	1min	7hrs 59mins
14-TUE	8:04	12:04	12:06	5:12	4mins	7hrs 56mins
15-WED	7:58	12:41	12:43	5:08		8hrs
16-THU	7:53	12:06	12:07	5:16		8hrs
17-FRI	8:04	12:06	12:08	5:12	4mins	7hrs 56mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	8:01	12:26	12:27	5:12	1min	7hrs 59mins
22-WED	7:54	12:02	12:03	5:07		8hrs
23-THU	7:54	12:31	12:32	5:06		8hrs
24-FRI	7:54	12:21	12:22	5:08		8hrs
25-SAT						Off
26-SUN						Off
27-MON	7:46	12:22	12:23	5:15		8hrs
28-TUE	7:55	12:01	12:02	5:18		8hrs
29-WED	8:07	12:02	12:04	5:13	7mins	7hrs 53mins
30-THU						SL
31-FRI						Holiday

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.

QUEEN-EVER Y. ATUPAN

VERIFIED as to prescribed office hours

RYSAN C. GUINOCOR

Department Head
Administrative Services Office