

DAILY TIME RECORD
LORETO, GINA A.
(NAME)

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

| Day | AM | | PM | | T/U | Total |
|--------|------|-------|-------|------|-----------|--------------------------------|
| | IN | OUT | IN | OUT | | |
| 1-SAT | | | | | | Off |
| 2-SUN | | | | | | Off |
| 3-MON | | | | | | SUSPENDED 8:00 am 5:00 pm |
| 4-TUE | | | | | | SUSPENDED 8:00 am 5:00 pm |
| 5-WED | | | | | | SEL |
| 6-THU | | | | | | SEL |
| 7-FRI | | | | | | SEL |
| 8-SAT | | | | | | Off |
| 9-SUN | | | | | | Off |
| 10-MON | | | | | | SUSPENDED 8:00 am 5:00 pm |
| 11-TUE | 8:57 | 12:37 | 12:38 | 5:33 | 57mins | 7hrs 3mins |
| 12-WED | 8:54 | 12:42 | 12:43 | 5:10 | 54mins | 7hrs 6mins |
| 13-THU | 7:58 | 12:02 | 12:05 | 5:06 | | 8hrs |
| 14-FRI | 8:35 | 12:04 | 12:05 | 5:18 | 35mins | 7hrs 25mins |
| 15-SAT | | | | | | Off |
| 16-SUN | | | | | | Off |
| 17-MON | 8:43 | 12:02 | 12:03 | 5:13 | 43mins | 7hrs 17mins |
| 18-TUE | | | | | | SEL |
| 19-WED | | | | | | SL |
| 20-THU | 8:04 | 12:07 | 12:10 | 5:22 | 4mins | 7hrs 56mins |
| 21-FRI | | | | | | SEL |
| 22-SAT | | | | | | Off |
| 23-SUN | | | | | | Off |
| 24-MON | 8:29 | 12:49 | | | | 3hrs 31mins |
| | | | | | | SUSPENDED 12:01 pm 11:59 pm |
| 25-TUE | 8:00 | 12:06 | 12:09 | 5:18 | | 8hrs |
| 26-WED | 9:04 | 12:05 | 12:06 | 5:10 | 1hr 4mins | 6hrs 56mins |
| 27-THU | 8:25 | 12:26 | 12:28 | 5:04 | 25mins | 7hrs 35mins |
| 28-FRI | 7:58 | 12:06 | 12:07 | 5:08 | | 8hrs |
| 29-SAT | | | | | | Off |
| 30-SUN | | | | | | 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.

GINA A. LORETO

VERIFIED as to prescribed office hours

QUEEN-EVER Y. ATUPAN

Department Head
Cashiering Office

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