

DAILY TIME RECORD  
GALUPO, PHLOEM D.  
(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						MAL
4-TUE						MAL
5-WED						MAL
6-THU						MAL
7-FRI						MAL
8-SAT						Off
9-SUN						Off
10-MON						MAL
11-TUE						MAL
12-WED						MAL
13-THU						MAL
14-FRI						MAL
15-SAT						Off
16-SUN						Off
17-MON	7:56	12:11	12:16	6:24		8hrs
18-TUE	7:56	12:37	12:40	5:16		8hrs
19-WED	7:54	12:11	12:16	5:28		8hrs
20-THU	7:55	12:04	12:08	5:15		8hrs
21-FRI	7:58	12:07	12:15	6:23		8hrs
22-SAT						Off
23-SUN						Off
24-MON	7:58	12:39	12:40	5:15		8hrs SUSPENDED 12:01 pm 11:59 pm
25-TUE	7:57	12:05	12:10	5:44		8hrs
26-WED	8:00	12:07	12:12	5:57		8hrs
27-THU	7:57	12:03	12:10	5:39		8hrs
28-FRI	7:58	12:01	12:17	5:51		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.

PHLOEM D. GALUPO

VERIFIED as to prescribed office hours

MARLON G. BURLAS

Department Head  
General Services Office

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