

DAILY TIME RECORD
FERNANDEZ, RUPHA GIN T.
(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						Holiday
2-FRI	7:57	12:02	12:23	5:25		8hrs
3-SAT			12:02	5:05		5hrs 3mins
4-SUN						Off
5-MON	8:06	12:01	12:25	5:03	6mins	7hrs 54mins
6-TUE	7:44	12:01	12:08	5:20		8hrs
7-WED	7:30	12:03	12:31	5:05		8hrs
8-THU	7:27	12:01	12:06	5:05		8hrs
9-FRI	7:27	12:18	12:27	5:01		8hrs
10-SAT						Off
11-SUN						Off
12-MON						Holiday
13-TUE	8:01	12:00	12:05	5:06	1min	7hrs 59mins
14-WED	7:59	12:42	12:45	5:05		8hrs
15-THU	8:42	12:04	12:21	5:02	42mins	7hrs 18mins
16-FRI	7:50	12:06	12:23	5:01		8hrs
17-SAT						Off
18-SUN						Off
19-MON	7:01	12:05			4hrs	4hrs
20-TUE						OB
21-WED						OB
22-THU						OB
23-FRI						OB
24-SAT						OB
25-SUN						Off
26-MON	8:39	12:00	12:19	5:03	39mins	7hrs 21mins
27-TUE	7:50	12:00	12:11	5:04		8hrs
28-WED	8:07	12:03	12:10	5:05	7mins	7hrs 53mins
29-THU	7:44	12:02	12:21	5:02		8hrs
30-FRI	7:54	12:08	12:35	5:11		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.

RUPHA GIN T. FERNANDEZ

VERIFIED as to prescribed office hours

CHONA A. BRIT

Department Head
Guidance and Counseling Office

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