

DAILY TIME RECORD
TINAJA, JENNIFER G.
(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	7:51	12:00	12:54	5:00		8hrs
7-FRI						SEL
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	8:03	12:08	12:10	5:18	3mins	7hrs 57mins
12-WED	8:03	12:10	12:11	5:24	3mins	7hrs 57mins
13-THU	8:05	12:04	12:06	5:09	5mins	7hrs 55mins
14-FRI	8:01	12:02	12:03	5:01	1min	7hrs 59mins
15-SAT						Off
16-SUN						Off
17-MON						SEL
18-TUE						SEL
19-WED	7:56	12:03	12:05	5:03		8hrs
20-THU	8:03	12:02	12:03	5:03	3mins	7hrs 57mins
21-FRI	8:02	12:03	12:05	5:03	2mins	7hrs 58mins
22-SAT						Off
23-SUN						Off
24-MON	7:50	12:05				4hrs SUSPENDED 12:01 pm 11:59 pm
25-TUE						SEL
26-WED	7:58	12:00	12:04	5:07		8hrs
27-THU	8:00	12:04	12:05	5:00		8hrs
28-FRI						OB
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.

JENNIFER G. TINAJA

VERIFIED as to prescribed office hours

JANICE P. JULIANO
Department Head
Internal Audit Service

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