

DAILY TIME RECORD
ARUTA, MAEGAN LOU 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 | 8:00 | 12:00 | 1:00 | 5:00 | | 8hrs |
| 6-THU | 8:00 | 12:00 | 1:00 | 5:00 | | 8hrs |
| 7-FRI | 8:00 | 12:00 | 12:23 | 11:10 | | 8hrs |
| 8-SAT | | | | | | Off |
| 9-SUN | | | | | | Off |
| 10-MON | | | | | | SUSPENDED 8:00 am 5:00 pm |
| 11-TUE | 7:56 | 12:03 | 12:26 | 5:00 | | 8hrs |
| 12-WED | 7:45 | 12:05 | 12:30 | 5:01 | | 8hrs |
| 13-THU | | | | | | SEL |
| 14-FRI | | | | | | SEL |
| 15-SAT | | | | | | Off |
| 16-SUN | | | | | | Off |
| 17-MON | 7:54 | 12:12 | 12:44 | 5:01 | | 8hrs |
| 18-TUE | 8:08 | 12:04 | 12:28 | 5:56 | 8mins | 7hrs 52mins |
| 19-WED | 6:55 | 11:02 | 11:31 | 5:21 | | 8hrs |
| 20-THU | | | | | | SEL |
| 21-FRI | | | | | | SEL |
| 22-SAT | | | | | | Off |
| 23-SUN | | | | | | Off |
| 24-MON | | | | | | SEL |
| 25-TUE | 8:58 | 12:11 | 12:28 | 6:02 | | 8hrs |
| 26-WED | 9:00 | 12:09 | 12:26 | 6:01 | | 8hrs |
| 27-THU | | | | | | SL |
| 28-FRI | 8:53 | 12:01 | 12:35 | 6:01 | | 8hrs |
| 29-SAT | 7:50 | 12:03 | 12:07 | 5:00 | | 9hrs 6mins |
| 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.

MAEGAN LOU A. ARUTA

VERIFIED as to prescribed office hours

VICENTE A. GILOS

Department Head
University Learning Commons (Library)

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