

DAILY TIME RECORD  
JAYME, JENEFER B.  
(NAME)

For the month of  
October 1 - 31, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	7:55	12:03	12:05	5:02		8hrs
2-THU	8:15	12:04	12:06	5:12	15mins	7hrs 45mins
3-FRI	7:55	12:00	12:02	5:04		8hrs
4-SAT						Off
5-SUN						Off
6-MON						CDO
7-TUE	7:42	12:02	12:03	5:04		8hrs
8-WED	7:47	12:04	12:09	5:03		8hrs
9-THU	7:59	12:42	12:43	5:05		8hrs
10-FRI	8:08	12:08				3hrs 52mins SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	8:19	12:02	12:03	5:04	19mins	7hrs 41mins
14-TUE	8:00	12:04	12:05	5:04		8hrs
15-WED	7:55	12:05	12:07	5:04		8hrs
16-THU	7:58	12:06	12:08	5:03		8hrs
17-FRI	8:11	12:03	12:04	5:04	11mins	7hrs 49mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:43	12:18	12:20	5:01		8hrs
22-WED	7:43	12:03	12:05	5:03		8hrs
23-THU	8:00	12:04	12:05	5:05		8hrs
24-FRI						CDO
25-SAT						Off
26-SUN						Off
27-MON	7:51	12:05	12:06	5:03		8hrs
28-TUE	7:52	12:06	12:08	5:09		8hrs
29-WED	8:07	12:02	12:03	5:03	7mins	7hrs 53mins
30-THU	7:52	12:05	12:06	5:02		8hrs
31-FRI						Holiday

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.

JENEFER B. JAYME

VERIFIED as to prescribed office hours

RYSAN C. GUINOCOR  
Department Head  
Administrative Services Office

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