

DAILY TIME RECORD
MANINGO, RIZA MAE L.
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE						Absent
2-WED						Absent
3-THU						Absent
4-FRI						Absent
5-SAT						Off
6-SUN						Off
7-MON						Absent
8-TUE						Absent
9-WED						Absent
10-THU						Absent
11-FRI						Absent
12-SAT						Off
13-SUN						Off
14-MON						Absent
15-TUE						Absent
16-WED						Absent
17-THU						Absent
18-FRI						Absent
19-SAT						Off
20-SUN						Off
21-MON						Absent
22-TUE						Absent
23-WED						Absent
24-THU						Absent
25-FRI						Absent
26-SAT						Off
27-SUN						Off
28-MON						Absent
29-TUE						Absent
30-WED						Absent
31-THU						Absent

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.

RIZA MAE L. MANINGO

VERIFIED as to prescribed office hours

MIKE LAURENCE V. LUMEN

Department Head
University Integrated Media and Public Affairs

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