

DAILY TIME RECORD  
UNAJAN, MAGDALENE C.  
(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						Absent
6-THU						Absent
7-FRI						Absent
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	7:53	1:18	1:19	5:11		8hrs
12-WED		1:08	1:10	5:03	6hrs	3hrs
13-THU	7:04	12:10	12:31	6:48		7hrs
14-FRI		12:19			8hrs	
15-SAT						Off
16-SUN						Off
17-MON						Absent
18-TUE						Absent
19-WED	6:55			5:06	8hrs	
20-THU	7:18		7:18	5:28	3hrs	4hrs
21-FRI	7:59	12:32	12:56	6:42		8hrs
22-SAT						Off
23-SUN						Off
24-MON			12:31	4:36		3hrs
						SUSPENDED 12:01 pm 11:59 pm
25-TUE		1:02	1:03	6:00	5hrs	3hrs
26-WED	6:42	1:01	1:03	5:42		9hrs
27-THU	7:19		7:19	5:02	3hrs	4hrs
28-FRI	8:03	12:02	12:08	5:29	3mins	7hrs 57mins
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.

MAGDALENE C. UNAJAN

VERIFIED as to prescribed office hours

JUDE B. ROLA  
Department Head  
Faculty of Computing

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