

DAILY TIME RECORD
LUBRIO, SHEENA MAE P.
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:05	12:49	12:50	5:13		8hrs
2-SAT						Off
3-SUN						Off
4-MON	7:03	12:04	12:05	5:02		8hrs
5-TUE	8:08	12:11	12:12	5:13	8mins	7hrs 52mins
6-WED	7:59	12:12	12:21	5:03		8hrs
7-THU	7:50	12:07	12:08	5:02		8hrs
8-FRI	7:56	12:01	12:02	5:00		8hrs
9-SAT						Off
10-SUN						Off
11-MON	7:55	12:01	12:02	5:05		8hrs
12-TUE	7:56	12:08	12:15	5:03		8hrs
13-WED	8:00	12:04	12:05	5:11		8hrs
14-THU	7:53	12:50	12:51	5:00		8hrs
15-FRI	7:50	12:49	12:50	5:01		8hrs
16-SAT						Off
17-SUN						Off
18-MON	8:08	12:40	12:41	5:03	8mins	7hrs 52mins
19-TUE	7:57	12:00	12:01	5:01		8hrs
20-WED	8:06	12:02	12:03	5:00	6mins	7hrs 54mins
21-THU						Holiday
22-FRI	6:16	12:00	12:01	5:00		8hrs
23-SAT						Off
24-SUN						Off
25-MON						Holiday
26-TUE	8:00	12:00				4hrs SUSPENDED 12:01 am 11:59 pm
27-WED			12:44	5:02		4hrs SUSPENDED 12:01 am 12:00 pm
28-THU	7:56	12:49	12:50	5:02		8hrs
29-FRI	8:00	12:00	12:02	5:00		8hrs
30-SAT						Off
31-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.

SHEENA MAE P. LUBRIO

VERIFIED as to prescribed office hours

CHERRY N. ROLA

Department Head
Department of Arts, Languages, and Literature

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