

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

For the month of  
September 1 - 30, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:50	12:00	12:01	5:05		8hrs
2-TUE	7:58	12:58	12:59	5:03		8hrs
3-WED						VL
4-THU	7:55	12:04	12:05	5:01		8hrs
5-FRI	7:50	12:04	12:05	5:05		8hrs
6-SAT						Off
7-SUN						Off
8-MON	8:17	12:00	12:01	5:08	17mins	7hrs 43mins
9-TUE	8:04	12:04	12:05	5:03	4mins	7hrs 56mins
10-WED	7:50	12:00	12:01	5:00		8hrs
11-THU	8:05	12:47	12:48	5:00	5mins	7hrs 55mins
12-FRI						VL
13-SAT						Off
14-SUN						Off
15-MON	7:02	12:00	12:01	5:05		8hrs
16-TUE	7:10	12:38	12:40	5:04		8hrs
17-WED	8:07	12:05	12:06	5:00	7mins	7hrs 53mins
18-THU	7:55	12:36	12:37	5:03		8hrs
19-FRI	7:30	12:02	12:06	5:05		8hrs
20-SAT						Off
21-SUN						Off
22-MON	8:00	12:00				4hrs SUSPENDED 12:01 pm 11:59 pm
23-TUE	8:03	12:05	12:06	5:08	3mins	7hrs 57mins
24-WED	8:09	12:01	12:02	5:01	9mins	7hrs 51mins
25-THU	7:52	12:14	12:17			4hrs SUSPENDED 12:01 pm 11:59 pm
26-FRI						SUSPENDED 12:01 am 11:59 pm
27-SAT						Off
28-SUN						Off
29-MON	8:01	12:46	12:47	5:04	1min	7hrs 59mins
30-TUE	8:00	12:03	12:04	5:00		8hrs

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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