

DAILY TIME RECORD
NAYRE, ARTEMIO T.
(NAME)

For the month of
March 1 - 31, 2024
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	7:51	12:01	12:06	5:00		8hrs
2-SAT						Off
3-SUN						Off
4-MON						OB
5-TUE	7:51	12:00	1:00	5:03		8hrs
6-WED	7:46	12:02	12:05	5:01		8hrs
7-THU	7:47	12:02	12:09	5:01		8hrs
8-FRI	7:39	12:03	12:06	10:10		8hrs
9-SAT						Off
10-SUN						Off
11-MON	7:39	12:05	12:10	5:01		8hrs
12-TUE	7:48	12:06	12:14			4hrs 18mins OB 3:30 PM - 8:30 PM
13-WED	7:46	12:00	1:00	5:00		8hrs
14-THU	7:01	12:01	12:06	7:06		8hrs
15-FRI	7:35	12:02	12:07	8:24		8hrs
16-SAT						Off
17-SUN						Off
18-MON						OB
19-TUE	7:48	12:02	12:18	5:16		8hrs
20-WED						OB
21-THU	7:21	12:00	12:24	5:03		8hrs
22-FRI						OB
23-SAT						Off
24-SUN						Off
25-MON						OB
26-TUE	7:26	12:01	12:06	5:04		8hrs
27-WED	7:25	12:03				4hrs SUSPENDED 12:00 pm 11:59 pm
28-THU						Holiday
29-FRI						Holiday
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.

ARTEMIO T. NAYRE

VERIFIED as to prescribed office hours

MARLON G. BURLAS
Department Head
General Services Office

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