

DAILY TIME RECORD  
NAYRE, ARTEMIO T.

(NAME)

For the month of  
November 1 - 30, 2024  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI						Holiday
2-SAT						Off
3-SUN						Off
4-MON	7:46	12:09	12:31	5:03		8hrs
5-TUE						OB
6-WED	7:42	12:03	12:13	5:03		8hrs
7-THU	7:48	12:02	12:11	5:37		8hrs
8-FRI	7:46	12:04	12:14	5:06		8hrs
9-SAT						Off
10-SUN						Off
11-MON	7:47	12:02	12:04	5:00		8hrs
12-TUE	7:48	12:02	12:15	5:04		8hrs
13-WED	7:53	12:09	12:10	5:02		8hrs
14-THU						OB
15-FRI						OB
16-SAT						Off
17-SUN						Off
18-MON	7:44	12:00	12:27	5:03		8hrs
19-TUE	7:47	12:02	12:03	10:29		8hrs
20-WED	7:39	12:00	12:13	9:31		8hrs
21-THU	7:46	12:01	12:02	5:02		8hrs
22-FRI	7:48	12:09	12:28	7:36		8hrs
23-SAT						Off
24-SUN						Off
25-MON	7:57	12:02	12:04	5:00		8hrs
26-TUE	7:41	12:06	12:13	9:12		8hrs
27-WED	7:36	12:00	12:03	8:12		8hrs
28-THU	7:32	12:01	12:17	5:02		8hrs
29-FRI						OB
30-SAT						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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