

DAILY TIME RECORD  
NAYRE, ARTEMIO T.  
(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SUN						Off
2-MON						OB
3-TUE						OB
4-WED	7:48	12:17	12:21	7:37		8hrs
5-THU						OB
6-FRI	7:43	12:11	12:13	5:01		8hrs
7-SAT						Off
8-SUN						Off
9-MON	7:52	12:33	12:37	5:00		8hrs
10-TUE						OB
11-WED						OB
12-THU						OB
13-FRI						FL
14-SAT						Off
15-SUN						Off
16-MON						OB
17-TUE						FL
18-WED						FL
19-THU			12:28	5:01		4hrs (SLP half day)
20-FRI						OB
21-SAT						Off
22-SUN						Off
23-MON	7:46	12:00	12:01	5:01		8hrs
24-TUE						Holiday
25-WED						Holiday
26-THU						FL
27-FRI						FL
28-SAT						Off
29-SUN						Off
30-MON						Holiday
31-TUE						Holiday

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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