

DAILY TIME RECORD

NAYRE, ARTEMIO T.

(NAME)

For the month of  
June 1 - 30, 2025

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	7:43	12:01	12:03	5:01		8hrs
4-WED	7:29	12:03	12:07	5:00		8hrs
5-THU						OB
6-FRI						Holiday
7-SAT						Off
8-SUN						Off
9-MON	7:45	12:00	12:03			4hrs 15mins OB 1:00 PM - 10:14 PM
10-TUE	7:31	12:13	12:15	5:00		8hrs
11-WED	7:44	12:02	12:15	5:05		8hrs
12-THU						Holiday
13-FRI	7:45			5:01	2hrs	OB 8:32 AM - 2:43 PM
14-SAT						Off
15-SUN						Off
16-MON	7:32	12:04	12:06	5:01		8hrs
17-TUE	7:35	12:01	12:03	5:04		8hrs
18-WED	7:35	12:01	12:03	5:05		8hrs
19-THU						OB
20-FRI						OB
21-SAT						OB
22-SUN						Off
23-MON	7:36	12:04	12:06	5:02		8hrs
24-TUE	7:35			5:01	1hr	OB 8:00 AM - 3:20 PM
25-WED	7:21	12:01	12:03	5:00		8hrs
26-THU						OB
27-FRI						OB
28-SAT						OB
29-SUN						Off
30-MON	7:35	12:00	12:04	5:03		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.

ARTEMIO T. NAYRE

VERIFIED as to prescribed office hours

MARLON G. BURLAS

Department Head  
General Services Office

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