

DAILY TIME RECORD  
NAYRE, ARTEMIO T.

(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	7:51	12:02	12:04	5:01		8hrs
2-TUE						OB
3-WED						OB
4-THU						OB
5-FRI						OB
6-SAT						OB
7-SUN						OB
8-MON						OB
9-TUE						OB
10-WED	7:44	12:06	12:08	5:03		8hrs
11-THU						OB
12-FRI	7:39	12:03	12:06	5:02		8hrs
13-SAT						Off
14-SUN						Off
15-MON						OB
16-TUE	7:30	12:03	12:06	5:03		8hrs
17-WED	7:47			5:02	2hrs	OB 6:45 AM - 1:25 PM
18-THU	7:35	12:03	12:07	5:03		8hrs
19-FRI						OB
20-SAT						Off
21-SUN						Off
22-MON						OB
23-TUE						OB
24-WED						OB
25-THU						SUSPENDED 12:01 pm 11:59 pm
26-FRI						SUSPENDED 12:01 am 11:59 pm
27-SAT						Off
28-SUN						Off
29-MON	7:34	12:04	12:35	5:04		8hrs
30-TUE	7:37	12:03	12:07	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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