

DAILY TIME RECORD
NAYRE, ARTEMIO T.

(NAME)

For the month of
October 1 - 31, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED				5:02	8hrs	
2-THU						Absent
3-FRI	7:36	12:03	12:06	5:04		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:41	12:02	12:04	5:01		8hrs
7-TUE	7:32			5:01	8hrs	
8-WED						Absent
9-THU						Absent
10-FRI	7:44	12:01	12:06			4hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON						Absent
14-TUE	7:40				8hrs	
15-WED	7:46				8hrs	
16-THU	7:47	12:02	12:05	5:01		8hrs
17-FRI						Absent
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:47	12:02	12:04	5:01		8hrs
22-WED	7:40			5:01	8hrs	
23-THU	7:43			5:01	8hrs	
24-FRI	7:41			5:01	8hrs	
25-SAT						Off
26-SUN						Off
27-MON						Absent
28-TUE				5:01	8hrs	
29-WED	5:30			7:13	8hrs	
30-THU	7:39	12:00			4hrs	4hrs
31-FRI						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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