

DAILY TIME RECORD

LEORNA, NILO L.

(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	7:58	12:00				4hrs 2mins OB 1:00 PM - 5:00 PM
3-TUE						OB
4-WED						OB
5-THU						OB
6-FRI						Holiday
7-SAT						Off
8-SUN						Off
9-MON	7:58	12:37	12:56	5:26		8hrs
10-TUE	7:55	12:22	12:33	5:52		8hrs
11-WED	6:57			8:50	8hrs	
12-THU						Holiday
13-FRI	7:57	12:18	12:22	5:46		8hrs
14-SAT						Off
15-SUN						Off
16-MON		12:26	12:27	6:38	4hrs	4hrs
17-TUE	7:55	12:15	12:48	6:10		8hrs
18-WED	8:03	12:32	12:33	6:02	3mins	7hrs 57mins
19-THU	7:54	12:01	12:04	5:30		8hrs
20-FRI	7:52	12:00	12:03	5:20		8hrs
21-SAT						Off
22-SUN						Off
23-MON	7:45	12:50	12:55	5:08		8hrs
24-TUE	7:47	12:09	12:55	5:49		8hrs
25-WED	7:52	12:13	12:17	5:53		8hrs
26-THU	7:53	12:10	12:23		4hrs	4hrs
27-FRI	7:54	12:03	12:16	7:47		8hrs
28-SAT						Off
29-SUN						Off
30-MON	7:31	12:21	12:23	5:28		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.

NILO L. LEORNA

VERIFIED as to prescribed office hours

JANNET C. BENCURE

Department Head
Faculty of Engineering

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