

DAILY TIME RECORD
CUEVAS, HAIDE B.

(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	7:59	12:03	12:15	5:33		8hrs
2-THU	7:53	12:27	12:32	5:30		8hrs
3-FRI	7:52	12:02	12:07	5:31		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:55	12:06	12:10	5:38		8hrs
7-TUE	7:52	12:11	12:12	5:14		8hrs
8-WED	7:58	12:02	12:04	5:30		8hrs
9-THU	7:57	12:02	12:12	5:25		8hrs
10-FRI	8:04	12:01	12:06			3hrs 56mins SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:58	12:00	12:03	5:37		8hrs
14-TUE						FL
15-WED	8:03	12:00	12:09	5:19	3mins	7hrs 57mins
16-THU	8:04	12:02	12:04	5:16	4mins	7hrs 56mins
17-FRI	8:00	12:02	12:08	5:19		8hrs
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:59	12:02	12:03	5:25		8hrs
22-WED	8:01	12:02	12:04	5:11	1min	7hrs 59mins
23-THU	8:04	12:01	12:06	5:23	4mins	7hrs 56mins
24-FRI	7:58	12:01	12:15	5:15		8hrs
25-SAT						Off
26-SUN						Off
27-MON	8:01	12:01	12:07	5:19	1min	7hrs 59mins
28-TUE	7:57	12:03	12:07	5:21		8hrs
29-WED	8:00	12:03	12:07	5:46		8hrs
30-THU	8:05	12:07	12:12	5:12	5mins	7hrs 55mins
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.

HAIDE B. CUEVAS

VERIFIED as to prescribed office hours

JESSAMINE C. ECLEO

Department Head
Procurement Office

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