

DAILY TIME RECORD
UNAJAN, MAGDALENE C.

(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	7:00	1:01	1:02	5:57		9hrs
2-THU						OB
3-FRI	7:59	12:03	12:08	5:23		8hrs
4-SAT						Off
5-SUN						Off
6-MON	6:33	12:25	12:26	5:11		8hrs
7-TUE	7:46	1:20	1:21	7:36		8hrs
8-WED	6:53	1:03	1:04	7:16		9hrs
9-THU	7:10	12:49	12:52	5:02		7hrs
10-FRI	7:29	12:20	12:21			4hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:00	12:13	12:14	5:02		10hrs 1min
14-TUE	8:00	1:29	1:30	5:03		9hrs 2mins
15-WED	6:59	1:28	1:29	5:01		10hrs 1min
16-THU	8:50	12:00	12:02	5:01		8hrs 9mins
17-FRI	6:53	12:02	12:03	5:06		10hrs 12mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:42	1:09	1:10	5:08		8hrs
22-WED						SL
23-THU	8:55	12:30	12:31	5:32		7hrs
24-FRI	7:58	12:02	12:03	5:02		8hrs
25-SAT						Off
26-SUN						Off
27-MON	6:49	12:30	12:31	5:01		8hrs
28-TUE	7:58	1:05	1:06	5:03		8hrs
29-WED	6:44	1:41	1:43	5:03		9hrs
30-THU	8:09	12:45	12:46	5:38		7hrs
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.

MAGDALENE C. UNAJAN

VERIFIED as to prescribed office hours

JUDE B. ROLA
Department Head
Faculty of Computing

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