

DAILY TIME RECORD
FERNANDEZ, RUPHA GIN T.

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-SAT						Off
2-SUN						Off
3-MON	7:45	12:02	12:16	5:03		8hrs
4-TUE	7:35	12:01	12:17	5:07		8hrs
5-WED						OB
6-THU	7:35	12:06	7:35	5:05		8hrs
7-FRI	7:41	12:05	12:40	5:05		8hrs
8-SAT						Off
9-SUN						Off
10-MON	7:45	12:01	12:20	5:03		8hrs
11-TUE	7:28	12:00	12:33	5:01		8hrs
12-WED	7:26	12:00	12:13	5:20		8hrs
13-THU	7:46	12:01	12:16	5:05		8hrs
14-FRI						SLP
15-SAT						Off
16-SUN						Off
17-MON	7:41	12:06	12:41	5:00		8hrs
18-TUE	8:00	12:03	12:27	5:03		8hrs
19-WED	7:57	12:02	12:15	5:05		8hrs
20-THU	8:26	12:10	12:25	5:00	26mins	7hrs 34mins
21-FRI	7:56	12:00	12:22	5:08		8hrs
22-SAT						Off
23-SUN						Off
24-MON	7:39	12:04	12:22	5:01		8hrs
25-TUE	7:39	12:01	12:21			4hrs SUSPENDED 1:00 pm 5:00 pm
26-WED						SL
27-THU						SL
28-FRI						SL
29-SAT			12:30	5:10		4hrs 40mins
30-SUN						Off
31-MON	8:01	12:02	12:19	5:03	1min	7hrs 59mins

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.

RUPHA GIN T. FERNANDEZ

VERIFIED as to prescribed office hours

CHONA A. BRIT

Department Head
Guidance and Counseling Office

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