

DAILY TIME RECORD
UNAJAN, MAGDALENE C.
(NAME)

For the month of
November 1 - 30, 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						SUSPENDED 8:00 am 5:00 pm
4-TUE						SUSPENDED 8:00 am 5:00 pm
5-WED	7:00	1:20	1:21	5:20		9hrs
6-THU	8:30	12:01	12:02	5:00		7hrs
7-FRI	8:00	12:01	12:02	5:30		8hrs
8-SAT						Off
9-SUN						Off
10-MON						SUSPENDED 8:00 am 5:00 pm
11-TUE	7:53	1:18	1:19	5:11		8hrs
12-WED	6:54	1:08	1:10	5:03		9hrs
13-THU	7:04	12:10	12:31	6:48		7hrs
14-FRI	8:00	12:19	12:20	5:30		8hrs
15-SAT						Off
16-SUN						Off
17-MON						SL
18-TUE						SL
19-WED	6:55	1:13	1:14	5:06		9hrs
20-THU	7:18	12:50	7:18	5:28		7hrs
21-FRI	7:59	12:32	12:56	6:42		8hrs
22-SAT						Off
23-SUN						Off
24-MON	6:45	12:30	12:31	4:36		8hrs
						SUSPENDED 12:01 pm 11:59 pm
25-TUE	7:30	1:02	1:03	6:00		8hrs
26-WED	6:42	1:01	1:03	5:42		9hrs
27-THU	7:19	12:01	7:19	5:02		7hrs
28-FRI	8:03	12:02	12:08	5:29	3mins	7hrs 57mins
29-SAT						Off
30-SUN						Off

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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