

DAILY TIME RECORD  
MANAGBANAG, ARCHIE B.

(NAME)

For the month of  
January 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		12:01				
2-THU	7:58	12:00	12:02	4:02		8hrs
3-FRI	7:50	12:00	12:02	4:02		8hrs
4-SAT	7:51	12:00	12:02	4:02		8hrs
5-SUN	7:52	12:00	12:02	4:02		8hrs
6-MON	7:58	12:00	12:02	4:02		8hrs
7-TUE						Off
8-WED						Off
9-THU	12:00	8:03				8hrs
10-FRI	12:00	8:02				8hrs
11-SAT	12:00	8:06				8hrs
12-SUN						Off
13-MON						Off
14-TUE	12:00	8:02				8hrs
15-WED	12:00	8:02				8hrs
16-THU	12:00	8:05				8hrs
17-FRI						Off
18-SAT						Off
19-SUN						Off
20-MON			3:57	11:59		8hrs
21-TUE			3:57	11:59		8hrs
22-WED			3:52	11:59		8hrs
23-THU			3:52	11:59		8hrs
24-FRI			3:54	11:59		8hrs
25-SAT						Off
26-SUN						Off
27-MON						SLP
28-TUE	7:31	12:00	12:02	4:10		8hrs
29-WED	7:46	12:00	12:02	4:03		8hrs
30-THU	7:44	12:00	12:02	4:05		8hrs
31-FRI	7:46	12:00	12:02	4:02		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.

ARCHIE B. MANAGBANAG

VERIFIED as to prescribed office hours

No active Head. Please contact department clerk to assign head

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