

DAILY TIME RECORD
ECLAVIA, DIANA R.

(NAME)

For the month of
February 1 - 28, 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	7:50	12:09	12:12	5:02		8hrs
4-TUE	7:52	12:03	12:06	5:01		8hrs
5-WED						OB
6-THU						OB
7-FRI						OB
8-SAT						OB
9-SUN						Off
10-MON						SUSPENDED 8:00 am 11:59 pm
11-TUE	7:57	12:11	12:13	5:01		8hrs
12-WED						CONSULTATIVE MEETING WITH VSU PRESIDENT
13-THU	7:57	12:01	12:03	5:06		8hrs
14-FRI	7:51	12:01	12:16	5:08		8hrs
15-SAT						Off
16-SUN						Off
17-MON	7:56	12:19	12:21	5:07		8hrs
18-TUE	8:01	12:32	12:34	5:44	1min	7hrs 59mins
19-WED	7:54	12:01	12:04	5:04		8hrs
20-THU	7:59	12:01	12:04	5:03		8hrs
21-FRI	7:57	12:09	12:14	5:06		8hrs
22-SAT						Off
23-SUN						Off
24-MON	8:00	12:15	12:39	5:03		8hrs
25-TUE	7:50	12:08	12:11	5:03		8hrs
26-WED	7:54	12:15	12:30	5:00		8hrs
27-THU						OB
28-FRI						OB

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.

DIANA R. ECLAVIA

VERIFIED as to prescribed office hours

CHRISTIAN VIE P. BALDONADO

Department Head
Faculty of Nursing

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