

DAILY TIME RECORD  
ECLAVIA, DIANA R.

(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	8:00	12:07	12:10	5:03		8hrs
4-TUE	7:56	12:09	12:12	5:03		8hrs
5-WED						OB
6-THU						OB
7-FRI						OB
8-SAT						OB
9-SUN						Off
10-MON	7:40	12:06	12:09	5:09		8hrs
11-TUE	7:49	12:01	12:10	5:03		8hrs
12-WED						OB
13-THU						OB
14-FRI						OB
15-SAT						OB
16-SUN						Off
17-MON	8:03	12:22	12:40	5:16		8hrs 55mins
18-TUE	7:48	12:16	12:47	5:14		8hrs 55mins
19-WED	8:04	12:05	12:12	5:18		9hrs 7mins
20-THU	7:50	12:01	12:05	5:01		9hrs 7mins
21-FRI	7:58	12:19	12:21	5:05		9hrs 5mins
22-SAT						Off
23-SUN						Off
24-MON	6:56	12:10	12:12	5:01		8hrs
25-TUE	7:29	12:08	12:09			4hrs SUSPENDED 1:00 pm 5:00 pm
26-WED	7:48	12:22	12:26	5:01		8hrs
27-THU	7:54	12:05	12:07	5:03		8hrs
28-FRI	7:56	12:06	12:16	5:01		8hrs
29-SAT						Off
30-SUN						Off
31-MON	7:03	12:05	12:07	5:01		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.

DIANA R. ECLAVIA

VERIFIED as to prescribed office hours

CHRISTIAN VIE P. BALDONADO

Department Head  
Faculty of Nursing

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