

**DAILY TIME RECORD**  
**BOLECHE, JOANAH LOUIELA O.**  
(NAME)

For the month of  
**October 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	7:59	12:04	12:05	5:04		8hrs
2-THU	8:07	12:25	12:26	5:03	7mins	7hrs 53mins
3-FRI	8:09	12:18	12:20	5:05	9mins	7hrs 51mins
4-SAT						Off
5-SUN						Off
6-MON	8:07	12:10	12:14	5:03	7mins	7hrs 53mins
7-TUE	8:03	12:02	12:04	5:04	3mins	7hrs 57mins
8-WED	8:02	12:23	12:25	5:06	2mins	7hrs 58mins
9-THU	8:05	12:09	12:11	5:00	5mins	7hrs 55mins
10-FRI	8:04	12:21	12:24	5:04	4mins	7hrs 56mins
11-SAT						Off
12-SUN						Off
13-MON	8:01	12:15	12:16	5:04	1min	7hrs 59mins
14-TUE	7:59	12:24	12:26	5:15		8hrs
15-WED	7:57	12:00	12:30	5:02		8hrs
16-THU	8:06	12:02	12:06	5:10	6mins	7hrs 54mins
17-FRI	7:58	12:01	12:03	5:09		8hrs
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE						SLP
22-WED	7:52	12:24	12:26	5:04		8hrs
23-THU	8:02	12:03	12:05	5:05	2mins	7hrs 58mins
24-FRI	7:57	12:44	12:46	5:12		8hrs
25-SAT						Off
26-SUN						Off
27-MON	8:04	12:10	12:12	5:03	4mins	7hrs 56mins
28-TUE	8:08	12:04	12:06	5:05	8mins	7hrs 52mins
29-WED	7:53	12:02	12:05	5:02		8hrs
30-THU	6:36	12:25	2:40	7:32	1hr 40mins	6hrs 20mins
31-FRI						Holiday

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.

**JOANAH LOUIELA O. BOLECHE**

VERIFIED as to prescribed office hours

**NICK FREDDY R. BELLO**  
Department Head  
Accounting Office

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