

DAILY TIME RECORD

NAYA, ROSEL P.

(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	7:06	12:47	12:48	5:02		9hrs 55mins
2-SUN						Off
3-MON	7:32	12:10	12:11	5:02		8hrs
4-TUE	7:36	12:11	12:12	5:00		8hrs
5-WED	7:42	12:19	12:20	5:04		8hrs
6-THU	7:50	12:17	12:21	5:01		8hrs
7-FRI	6:52	12:12	12:13	5:11		8hrs
8-SAT	7:27	12:31	12:32	5:08		9hrs 40mins
9-SUN						Off
10-MON	6:28	12:16	12:17	5:04		8hrs
11-TUE	7:09	12:07	12:08	5:02		8hrs
12-WED	7:24	12:23	12:27	5:02		8hrs
13-THU	6:33	12:14	12:15	5:05		8hrs
14-FRI	6:50	12:07	12:08	5:00		8hrs
15-SAT	7:22	12:10	12:09	5:02		9hrs 41mins
16-SUN	7:45	12:28	12:29	5:00		9hrs 14mins
17-MON	6:35	12:09	12:12	5:26		8hrs
18-TUE	7:47	12:21	12:22	5:06		8hrs
19-WED	6:43	12:11	12:12	5:28		8hrs
20-THU	7:15	12:16	12:17	5:01		8hrs
21-FRI	6:39	12:17	12:18	5:03		8hrs
22-SAT	7:30	12:13	12:14	5:27		9hrs 56mins
23-SUN	8:07	12:00	1:00	5:03		7hrs 56mins
24-MON	7:36	12:17	12:19	5:04		8hrs
25-TUE	7:44	12:11	12:12			4hrs SUSPENDED 1:00 pm 5:00 pm
26-WED	7:38	12:28	12:29	5:04		8hrs
27-THU	7:35	12:14	12:15	5:07		8hrs
28-FRI	7:21	12:32	12:32	5:06		8hrs
29-SAT	7:23	12:26	12:27	5:06		9hrs 42mins
30-SUN						Off
31-MON	5:52	12:08	12:09	5:00		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.

ROSEL P. NAYA

VERIFIED as to prescribed office hours

DODONG NEIL L. BARRIENTOS

Department Head
Motor Pool Services Unit

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