

DAILY TIME RECORD
GERALDO, MONA NENA B.

(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	8:02	12:03	12:05	5:34	2mins	7hrs 58mins
2-THU	7:47	12:24	12:26	7:21		8hrs
3-FRI	8:03	12:42	12:43	5:52	3mins	7hrs 57mins
4-SAT			12:51	5:45		4hrs 54mins
5-SUN						Off
6-MON	7:52	12:29	12:35	7:15		8hrs
7-TUE	7:58	12:03	12:05	6:20		8hrs
8-WED	7:00	12:44	12:48	7:57		8hrs
9-THU	7:54	12:08	12:11	7:59		8hrs
10-FRI	8:01	12:41	12:46	5:00		7hrs 59mins SUSPENDED 12:00 pm 11:59 pm
11-SAT			2:50	5:14		2hrs 24mins
12-SUN						Off
13-MON	7:58	12:52	12:53	7:40		8hrs
14-TUE	7:58	12:44	12:45	7:55		8hrs
15-WED	7:59	12:05	12:07	5:47		8hrs
16-THU	7:59	12:01	12:03	8:08		8hrs
17-FRI	8:03	12:05	12:08	7:17	3mins	7hrs 57mins
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:59	12:21	12:22	7:06		8hrs
22-WED	7:53	12:24	12:25	8:46		8hrs
23-THU	7:21	12:13	12:14	7:03		8hrs
24-FRI	7:58	12:05	12:07	7:18		8hrs
25-SAT	11:20	12:00	12:01	5:00		5hrs 39mins
26-SUN						Off
27-MON		12:14	12:15	5:52	4hrs	4hrs
28-TUE	8:01	12:22	12:30	5:07	1min	7hrs 59mins
29-WED						Absent
30-THU	6:41	12:06	12:40	6:35		8hrs
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.

MONA NENA B. GERALDO

VERIFIED as to prescribed office hours

ALICIA M. FLORES

Department Head
Budgeting Office

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