

DAILY TIME RECORD

NAYRE, ARTEMIO T.

(NAME)

For the month of  
July 1 - 31, 2024  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	7:35	12:07	12:36	5:00		8hrs
2-TUE	7:52	12:00	12:32	5:01		8hrs
3-WED						OB
4-THU	7:43	12:01	12:10	5:02		8hrs
5-FRI	7:36	12:03	12:11	5:00		8hrs
6-SAT						Off
7-SUN						Off
8-MON	7:45	12:05	12:25	5:03		8hrs
9-TUE	7:30	12:01	12:20	5:04		8hrs
10-WED						OB
11-THU	7:31	12:03	12:44	5:10		8hrs
12-FRI						OB
13-SAT						Off
14-SUN						Off
15-MON	3:30	12:18	12:19	5:04		8hrs
16-TUE	7:42	12:03	12:05	5:27		8hrs
17-WED						OB
18-THU						OB
19-FRI	7:35	12:02	12:09	9:00		8hrs
20-SAT						Off
21-SUN						Off
22-MON	7:43	12:01	12:03	5:03		8hrs
23-TUE						OB
24-WED						OB
25-THU						OB
26-FRI						OB
27-SAT						Off
28-SUN						Off
29-MON	7:31	12:03	12:06	5:05		8hrs
30-TUE						OB
31-WED	7:42	12:08	12:10	5:11		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.

ARTEMIO T. NAYRE

VERIFIED as to prescribed office hours

MARLON G. BURLAS

Department Head  
General Services Office

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