

DAILY TIME RECORD  
ESTUPA, DIONESIO I.  
(NAME)

For the month of  
August 1 - 31, 2025  
Official hours for arrival and departure  
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-FRI	8:13	12:11	12:15	5:03	13mins	7hrs 47mins
2-SAT						Off
3-SUN						Off
4-MON	8:16	12:16	12:18	5:08	16mins	7hrs 44mins
5-TUE	8:23	12:02	12:05	5:02	23mins	7hrs 37mins
6-WED	8:08	12:16	12:18	5:04	8mins	7hrs 52mins
7-THU	8:09	12:25	12:27	5:03	9mins	7hrs 51mins
8-FRI	8:20	12:23	12:24	5:04	20mins	7hrs 40mins
9-SAT						Off
10-SUN						Off
11-MON	7:59	12:09	12:12	5:00		8hrs
12-TUE						SL
13-WED	7:59	12:01	12:03	5:03		8hrs
14-THU	8:00	12:02	12:05	5:01		8hrs
15-FRI	8:15	12:14	12:15	5:01	15mins	7hrs 45mins
16-SAT						Off
17-SUN						Off
18-MON	8:28	12:02	12:31	5:01	28mins	7hrs 32mins
19-TUE	8:34	12:11	12:14	5:07	34mins	7hrs 26mins
20-WED	8:00	12:10	12:31	5:00		8hrs
21-THU						Holiday
22-FRI	8:00	12:02	12:31	5:00		8hrs
23-SAT						Off
24-SUN						Off
25-MON						Holiday
26-TUE	8:00	12:01	12:05	5:01		8hrs SUSPENDED 12:01 am 11:59 pm
27-WED	8:13	12:13	12:15	5:02		7hrs 47mins SUSPENDED 12:01 am 12:00 pm
28-THU	8:24	12:08	12:15	5:05	24mins	7hrs 36mins
29-FRI	7:59	12:06	12:08	5:04		8hrs
30-SAT						Off
31-SUN						Off

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.

DIONESIO I. ESTUPA

VERIFIED as to prescribed office hours

MAGDALENE C. UNAJan

Department Head  
Department of Computer Science and Technology

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