

DAILY TIME RECORD  
MAGNO, JESUSA M.  
(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  |      |       |       |      |     | Off                                  |
| 2-SUN  |      |       |       |      |     | Off                                  |
| 3-MON  | 8:00 | 12:35 | 12:40 | 5:03 |     | 8hrs                                 |
| 4-TUE  |      |       |       |      |     | SLP                                  |
| 5-WED  | 8:00 | 12:15 | 12:20 | 5:00 |     | 8hrs                                 |
| 6-THU  | 8:00 | 12:20 | 12:30 | 5:00 |     | 8hrs                                 |
| 7-FRI  | 8:00 | 12:20 | 12:30 | 5:10 |     | 8hrs                                 |
| 8-SAT  |      |       |       |      |     | Off                                  |
| 9-SUN  |      |       |       |      |     | Off                                  |
| 10-MON | 8:00 | 12:15 | 12:25 | 5:10 |     | 8hrs                                 |
| 11-TUE | 8:00 | 12:15 | 12:30 | 5:00 |     | 8hrs                                 |
| 12-WED | 8:00 | 12:15 | 12:30 | 5:00 |     | 8hrs                                 |
| 13-THU |      |       |       |      |     | SLP                                  |
| 14-FRI |      |       |       |      |     | SLP                                  |
| 15-SAT |      |       |       |      |     | Off                                  |
| 16-SUN |      |       |       |      |     | Off                                  |
| 17-MON | 8:00 | 12:15 | 12:30 | 5:05 |     | 8hrs 50mins                          |
| 18-TUE | 8:00 | 12:15 | 12:30 | 5:00 |     | 8hrs 45mins                          |
| 19-WED |      |       |       |      |     | Absent                               |
| 20-THU |      |       |       |      |     | Absent                               |
| 21-FRI |      |       |       |      |     | Absent                               |
| 22-SAT |      |       |       |      |     | Off                                  |
| 23-SUN |      |       |       |      |     | Off                                  |
| 24-MON | 8:00 | 12:15 | 12:30 | 5:15 |     | 8hrs                                 |
| 25-TUE | 8:00 | 12:15 | 12:30 |      |     | 4hrs<br>SUSPENDED<br>1:00 pm 5:00 pm |
| 26-WED |      |       |       |      |     | OB                                   |
| 27-THU |      |       |       |      |     | OB                                   |
| 28-FRI |      |       |       |      |     | OB                                   |
| 29-SAT |      |       |       |      |     | OB                                   |
| 30-SUN |      |       |       |      |     | Off                                  |
| 31-MON | 8:00 | 12:30 | 12:40 | 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.

JESUSA M. MAGNO

VERIFIED as to prescribed office hours

CHRISTIAN VIE P. BALDONADO  
Department Head  
Faculty of Nursing

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| 14-FRI |      |       |       |      |     | SLP                                  |
| 15-SAT |      |       |       |      |     | Off                                  |
| 16-SUN |      |       |       |      |     | Off                                  |
| 17-MON | 8:00 | 12:15 | 12:30 | 5:05 |     | 8hrs 50mins                          |
| 18-TUE | 8:00 | 12:15 | 12:30 | 5:00 |     | 8hrs 45mins                          |
| 19-WED |      |       |       |      |     | Absent                               |
| 20-THU |      |       |       |      |     | Absent                               |
| 21-FRI |      |       |       |      |     | Absent                               |
| 22-SAT |      |       |       |      |     | Off                                  |
| 23-SUN |      |       |       |      |     | Off                                  |
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| 28-FRI |      |       |       |      |     | OB                                   |
| 29-SAT |      |       |       |      |     | OB                                   |
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