

DAILY TIME RECORD  
SUGANOB, CARLITO O.

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-TUE	7:48	12:05	12:42		4hrs	4hrs
2-WED	7:43	12:05	12:36		4hrs	4hrs
3-THU	7:44	12:44	12:52		4hrs	4hrs
4-FRI	7:48	12:51	12:53	5:07		8hrs
5-SAT						Off
6-SUN						Off
7-MON	7:33	12:04	12:46	5:05		8hrs
8-TUE	7:46	12:08	12:43	6:53		8hrs
9-WED	7:46	12:06	12:52	5:05		8hrs
10-THU	7:49	12:00	12:50		4hrs	4hrs
11-FRI	7:46	12:05			4hrs	4hrs
12-SAT						Off
13-SUN						Off
14-MON	6:54	12:41	12:42	5:00		8hrs
15-TUE	7:42	12:03	12:38	5:00		8hrs
16-WED	7:42	12:47		5:23	4hrs	4hrs
17-THU						Absent
18-FRI	7:48			5:09	8hrs	
19-SAT						Off
20-SUN						Off
21-MON	7:48	12:08	12:53	5:09		8hrs
22-TUE	7:50	12:00	12:45	5:24		8hrs
23-WED						Absent
24-THU	7:41				8hrs	
25-FRI	7:51				8hrs	
26-SAT						Off
27-SUN						Off
28-MON	7:40	12:04	12:44	5:00		8hrs
29-TUE	7:39	12:02	12:48	5:05		8hrs
30-WED	7:46	12:37	12:39	5:04		8hrs
31-THU	7:52	12:02	12:48	5:05		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.

CARLITO O. SUGANOB

VERIFIED as to prescribed office hours

LEMUEL S. PRECIADOS

Department Head  
Department of Economics

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