

DAILY TIME RECORD

AVILA, DORYN JAN L.

(NAME)

For the month of
September 1 - 30, 2025
Official hours for arrival and departure
8:00AM - 5:00PM

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	8:05	1:11	1:11	6:11	16mins	7hrs 44mins
2-TUE	8:00	12:10	12:11	7:05		8hrs
3-WED	6:42	12:52	12:53	7:00		8hrs
4-THU	8:55	12:03	12:10	6:27	55mins	7hrs 5mins
5-FRI	8:36	12:03	12:04	7:02	36mins	7hrs 24mins
6-SAT						Off
7-SUN						Off
8-MON	8:00	1:00	1:01	6:20	1min	7hrs 59mins
9-TUE						VL
10-WED	6:40	12:02	12:02	8:02		8hrs
11-THU	8:25	12:05	12:07	5:23	25mins	7hrs 35mins
12-FRI	8:03	1:06	1:07	7:10	10mins	7hrs 50mins
13-SAT						Off
14-SUN						Off
15-MON	8:00	12:57	12:58	6:10		8hrs
16-TUE	7:37	12:21	12:21	7:03		8hrs
17-WED	6:47	12:15	12:16	7:49		8hrs
18-THU	8:04	12:05	12:07	5:07	4mins	7hrs 56mins
19-FRI	7:37	12:03	12:10	7:07		8hrs
20-SAT						Off
21-SUN						Off
22-MON						OB
23-TUE						OB
24-WED						OB
25-THU	7:53	12:03				4hrs SUSPENDED 12:01 pm 11:59 pm
26-FRI						SUSPENDED 12:01 am 11:59 pm
27-SAT						Off
28-SUN						Off
29-MON	8:08	12:08	12:10	5:20	8mins	7hrs 52mins
30-TUE	8:00	12:03	12:05	7:05		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.

DORYN JAN L. AVILA

VERIFIED as to prescribed office hours

MARK C. RATILLA

Department Head
Faculty of Management and Economics

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