

DAILY TIME RECORD  
MONTAJES, CARLOS B.  
(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	5:55	10:01	1:40	6:00		8hrs
2-TUE	5:55	10:03	1:40	6:00		8hrs
3-WED	5:49	10:02	1:44	6:01		8hrs
4-THU	5:43	10:01	12:36	6:00		8hrs
5-FRI	5:55	10:02	1:35	6:00		8hrs
6-SAT						Off
7-SUN						Off
8-MON	5:56	10:01	1:29	6:01		8hrs
9-TUE	5:55	10:01	1:32	6:01		8hrs
10-WED	5:59	10:01	1:37	6:00		8hrs
11-THU	5:58	10:00	1:41	6:00		8hrs
12-FRI	6:06	10:03	1:42	6:00	6mins	7hrs 54mins
13-SAT	5:42	10:59	1:09	5:02		
14-SUN						Off
15-MON	5:49	10:01	1:40	6:00		8hrs
16-TUE	5:50	10:01	1:25	6:00		8hrs
17-WED	5:58	10:00	1:38	4:30	1hr	6hrs 30mins SUSPENDED 4:30 pm 11:59 pm
18-THU	5:56				8hrs	SUSPENDED 8:00 am 11:59 pm
19-FRI	5:47	10:00	1:41	6:00		8hrs
20-SAT						Off
21-SUN						Off
22-MON	5:48	10:01	1:38	6:00		8hrs
23-TUE	6:00	10:02	1:39	6:00		8hrs
24-WED	5:51	10:00	1:45	6:00		8hrs
25-THU	6:03	10:02	1:29	6:01	3mins	7hrs 57mins
26-FRI	5:40	10:01	1:23	6:00		8hrs
27-SAT	4:57	10:57	11:38	2:27		
28-SUN						Off
29-MON	5:46	10:03	1:35	6:00		8hrs
30-TUE	5:53	10:02	1:36	6:00		8hrs
31-WED	5:28	10:00	1:43	6:03		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.

CARLOS B. MONTAJES

VERIFIED as to prescribed office hours

JANNET C. BENCURE  
Department Head  
Faculty of Engineering

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