

DAILY TIME RECORD  
ARUTA, MAEGAN LOU A.

(NAME)

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

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-MON	8:25	12:02	12:11	5:06	25mins	7hrs 35mins
2-TUE	7:22	12:04	12:13	5:03		8hrs
3-WED	7:53	12:00	12:10	5:19		8hrs
4-THU	7:56	12:04	12:22	5:03		8hrs
5-FRI						Off
6-SAT						Off
7-SUN						Off
8-MON						Holiday
9-TUE	7:40	11:08	11:32	5:56	40mins	7hrs 20mins
10-WED	6:56	11:01	11:38	5:59		8hrs
11-THU	6:57	11:10	11:21	6:01		8hrs
12-FRI	7:14	11:03	11:10	4:58	14mins	7hrs 46mins
13-SAT						Off
14-SUN						Off
15-MON	8:11	12:04	12:38	6:03		8hrs
16-TUE	7:48				8hrs	
17-WED						Absent
18-THU						Absent
19-FRI						Absent
20-SAT						Off
21-SUN						Off
22-MON						Absent
23-TUE						Absent
24-WED						Holiday
25-THU						Holiday
26-FRI						Absent
27-SAT						Off
28-SUN						Off
29-MON						Absent
30-TUE						Holiday
31-WED						Holiday

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.

MAEGAN LOU A. ARUTA

VERIFIED as to prescribed office hours

VICENTE A. GILOS

Department Head  
University Learning Commons (Library)

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