

DAILY TIME RECORD
MONTAJES, CARLOS B.
(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	5:36	10:01	1:38	6:03		8hrs
2-TUE	5:39	10:10	1:34	6:00		8hrs
3-WED	5:55	10:01	1:41	6:04		8hrs
4-THU						FL
5-FRI	5:48	10:03	1:41	6:21		8hrs
6-SAT						Off
7-SUN						Off
8-MON	5:35	10:02	1:44	6:06		8hrs
9-TUE	5:34	10:02	1:36	6:01		8hrs
10-WED	5:29	10:01	1:44	6:10		8hrs
11-THU	5:22	10:02	1:39	6:00		8hrs
12-FRI	5:23	10:01	1:39	6:00		8hrs
13-SAT	5:32		1:16			
14-SUN						Off
15-MON	5:38	10:01	1:42	6:05		8hrs
16-TUE	5:40	10:00	1:46	6:00		8hrs
17-WED	5:45	10:02	1:46	6:00		8hrs
18-THU	5:29	10:03	1:36	6:01		8hrs
19-FRI	5:43	10:05	1:37	6:01		8hrs
20-SAT	6:01	10:15				
21-SUN						Off
22-MON						CTO
23-TUE						CTO
24-WED						CTO
25-THU						CTO
26-FRI						SUSPENDED 12:01 am 11:59 pm
27-SAT						Off
28-SUN						Off
29-MON						CTO
30-TUE						FL

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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