



DAILY TIME RECORD
(CS Form No. 48)

Name of Employee : MICHAEL A. BALIVIA
Office/Campus/College : MANAGEMENT INFORMATION SYSTEM
For the month of : February 1 - 28, 2025
Official Hour of Arrival in Regular Days : 8:00 AM - 12:00 PM || 1:00 PM - 5:00 PM
Saturdays : _____

	AM		PM		OVERTIME	
1						
2						
3	7:43			5:00		
4	7:47	12:27	12:28	5:02		
5	7:43			5:01		
6	7:41	12:00	12:07	5:01		
7	7:43	12:06	12:24	5:04		
8						
9						
10	7:44	12:03	12:04	5:00		
11	7:47			5:01		
12	7:43	12:00	12:24	5:01		
13	7:48	12:00	12:02	5:14		
14	8:21	12:00	12:02	5:01		
15						
16						
17	7:55	12:02	12:04	5:01		
18	7:54	12:10	12:11	5:07		
19	7:58	12:01	12:05	5:01		
20						
21	7:59	12:04	12:06	5:10		
22						
23						
24	7:58	12:10	12:20	5:04		
25	7:56	12:00	12:01	5:02		
26	7:56	12:12	12:14	5:01		
27	8:20	12:02	12:04	5:02		
28	8:11	12:07	12:08	6:02		
29						
30						
31						

I **CERTIFY** on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

MICHAEL A. BALIVIA

Employee's Signature
over Printed Name

VERIFIED as to the prescribed office hours:

MARC ALEXEI CAESAR B. BADAJOS

Immediate Supervisor's Signature
over Printed Name



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